

Fort Riley Schools Catalog



FY 2005

"Training tomorrow's leaders today"

Ft. Riley homepage: <http://www.riley.army.mil>

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INTRODUCTION AND GENERAL INFORMATION

1. RESPONSIBILITIES

- a. Commanders and supervisors at all levels are responsible for ensuring maximum use of these courses to maintain a high state of individual proficiency and enhance combat readiness.
- b. Commanders and supervisors must ensure that all students selected to attend the courses contained in this document are qualified by the general/special prerequisites and report on time.
- c. Due to resources, units may be required to prioritize enrollment applications.
- d. Staff agency/activity course proponents must ensure that POIs and Lesson Plans are reviewed and updated so the instruction offered is current with the references established for the course. Class proponents are responsible for publicizing changes to the class schedules listed in this catalog.

2. PREREQUISITES General course prerequisites are listed below. Additional special prerequisites for each course are contained at the appropriate sections of this document. Students failing to meet the prerequisites may be released from the course.

- a. No dental or medical treatment pending for the duration of the course.
- b. No personal problems that would prevent attendance at all classes.
- c. No unfavorable personnel action, court martial proceeding, or civil court action pending or in progress.
- d. No transfer or other military orders pending or issued which preclude completion of the course.
- e. No Military School academic failure within the last 3 months or release due to disciplinary reasons within the last six months.
- f. **Students will be exempt from all duties that might interfere with course participation.**
- g. **All military personnel will report to class in complete duty uniform (NO EXCEPTIONS).**

3. PROCEDURE FOR REQUESTING/CANCELING SPACES

- a. Contact the POC located on the page for the course in which you wish to enroll.
- b. Class information can be found on the Internet under Fort Riley University.

4. OFF-POST PERSONNEL Installation commanders will ensure their personnel meet all prerequisites and that a copy of the student's TDY orders are faxed to the course POC when required, NLT 20 days prior to the course start date. Off-post installations must call for spaces in accordance with paragraph 3. Off-post installations will ensure that standard name line of soldier is correct. On-post housing is available, request reservations by calling Housing Division, Directorate of Public Works and Housing, DSN 856-2830/3890.

5. SPECIAL INSTRUCTIONS FOR RESERVE COMPONENT SOLDIERS

- a. Purpose: To provide instructions for requesting school quotas, reporting instruction and guidance for Reserve Component personnel training on Fort Riley for NCOES, MOS or other school training.
- b. Requesting Training Quotas: All requests for training will be submitted on FR Form 900.R through the State Schools Manager/RSC DCST to arrive at the RCSD office NLT 60 days prior to the start date of the class.
- c. The State Schools Manager/RSC DCST will use the On-Post School Request Form. All request, approved or disapproved, will be returned to the address and POC listed. It is the POC's responsibility to inform the student of school request approval or disapproval and provide all information the student requires for attendance at the Fort Riley Military School.

d. All school requests will be fully completed to include all signatures and course information. Incomplete school request will be returned without action.

e. All school requests will be sent to:

Commander, Headquarters Fort Riley
ATTN: AFZN-GT-RC
Building 7652-C
PHONE: COM (785) 239-9652
Fort Riley, KS 66442-5076

FAX: COM (785) 239-9613
DSN 856-9613

DSN 856-9652

f. Reporting Instructions: All USAR/National Guard soldiers will arrive and report to class on time in the appropriate uniform with all specified records and equipment.

g. Transportation: It is recommended that reserve component personnel travel by POV. Transportation at Fort Riley is limited. Personnel arriving at the Manhattan Municipal Airport can call the military taxi for transportation to Fort Riley ((785) 239-2636) during normal duty hours (Monday-Friday, 0730-1600). During nonduty hours, civilian taxi must be used. Transportation from quarters to class or meals is a student responsibility.

h. Billeting and Dining Facilities:

(1) Reservations for billeting can be made through Carr Hall, Building 45, (785) 239-2830 or DSN 856-2830 or 1-800-GOARMY1 and ask for Fort Riley.

(2) Individuals qualifying for a Statement of Nonavailability are responsible for locating off-post housing and daily transportation to and from school. The daily cost of motel/hotel rooms above the maximum amount reimbursable by Finance will be at the soldier expense.

(3) Personnel performing annual training (AT) or attending class in lieu of annual training will receive quarters at no cost.

(4) Officers and all enlisted personnel performing ADT/ADSW, to include AGR on TDY status, are required to pay for any meals consumed in a military dining facility. Enlisted members performing AT will be provided meals at no cost provided they have a valid ID card and orders.

i. Appearance.

(1) All personnel will report to designated school/course in a complete military uniform. Uniforms will be properly fitted, clean, and serviceable. All personnel will report with haircut/standards as prescribed by AR 670-1.

(2) Duty uniform is BDUs.

j. Finance.

(1) All unit personnel will be paid at their home station.

(2) All personnel reporting for periods less than 30 days must bring sufficient funds to defray expenses for the period of stay.

k. Attachment Instructions. Orders directing a reserve component soldier to attend an on post school will read "Attached to HHC, USAG, Ft Riley, KS 66442-5303."

l. Assistance. Reserve component soldiers can receive assistance by calling RCSD at DSN 856-9652 or commercial (785) 239-9652.

FORT RILEY ON-POST SCHOOL REQUEST

This portion is to be filled out by the Battalion/BCT Schools NCO or Civilian Training Coordinator.
Review the On-Post School Catalog for Information (Print/Type clearly)

Battalion: _____ School NCO Name: _____
Phone #: _____ FAX Number: _____
Course Title: _____
Report Time: _____
Class Dates: _____
Location/Building Number: _____
Phone Number to the School/PCO: _____
What training cycle is the unit in during the class dates? _____
RED: _____ GREEN: _____ DUTY: _____ MAJOR EXERCISE: _____

To be filled out by the Soldier or Civilian Employee (Print or type clearly)

Last Name: _____ First Name: _____ MI: _____
SSN: _____
PAY GRADE: _____
PMOS: _____
DUTY POSITION TITLE: _____
ASSIGNED
UNIT/ACTIVITY: _____
SECURITY CLEARANCE: _____
How many months have you been assigned to Fort Riley: _____ ETS: _____
Have you been notified of a LEVY Assignment? _____

You must cancel your space if you are not attending!

APPROVAL SECTION:

Company Commander/Civilian Supervisor Approval: _____
BN S3 or Civilian Training Coordinator Approval: _____
BCT S3 Training Approval: _____

TO BE FILLED OUT BY THE SCHOOL/STAFF APPROVING AUTHORITY.

DATE OF THIS ACTION: _____ POC: _____ PHONE#: _____
School Approval: YES ---STAND-BY---DISAPPROVED REASON: _____
REMARKS: _____

Privacy Act Information: The information requested of you on this form is authorized by Title 5, USC 301 and Title 42, USC 410.
Social Security Number (SSN) is required to ensure proper record annotation. The SSN will be used to input automated data into the Department of the Army database and local automated systems. Without the SSN, data may not be annotated in the correct record.
Form will be destroyed by shredding or burning when no longer needed.

This Request is not to be used for the Commander/ISG Course due to Spouse Information Requirements.

FR FORM 900-E
1 APR 04

This form supersedes FR Form 900-E dated 2 Sep 02,

Military Schools

Section II

MILITARY SCHOOLS INTRODUCTION AND GENERAL INFORMATION

1. **PURPOSE:** To provide information on Fort Riley Military School courses. This document provides guidance to commanders, staff officers, personnel officers, and supervisors who select individuals to attend Fort Riley Military School courses.

2. **PROCEDURE FOR REQUESTING/CANCELING TRAINING:**

a. To request Military School training, contact the Military School Training Manager located in Bldg 7305, (785) 239-5432, DSN 856-5432, FAX (785) 239-1449 or DSN 856-1449. Use the On-Post School Request Form (FR Form 900) found on page 1 of this catalog. Form may be sent electronically to the training manager. Those units/activities who do not have access to e-mail may send hard copy to the training manager. **School requests are accepted up to 90 days in advance of class dates.**

b. Reserve component soldiers submit applications per the instructions in paragraph 5 of the General Information Section in the front of the catalog.

c. Class information can be found on the Internet at www.riley.army.mil

d. Enrollment for classes opens 90 days prior to the class start date. The Training Manager will develop a class roster based upon requests received 30 days prior to class start date. Requests received less than 30 days in advance of training will be accepted. If class is full, those requests will be placed on standby status. Applications will not be accepted in excess of 90 days before class start.

e. The Military School Training Manager will develop a tentative class roster 15 working days prior to class start date.

f. A final roster will be developed within the first hour of the class. This roster will indicate attendees and no-shows.

g. Standby applications will be accepted up to the class report time. Standby students will be seated on a first-come, first-served basis.

h. When more requests are received for a particular class than there are seats available, an additional class may be scheduled if resources are available.

i. Commanders should request only one class date for their students.

j. Class rosters will be developed using "approved" and "standby" categories. The approved status is a confirmed seat in the class. A soldier on "standby" status may get a seat due to cancellations or no shows, standbys should report to the school the first day of class.

k. Units will not receive shortfall notifications for cancellations received prior to class reporting time.

3. **OFF-POST PERSONNEL:** Installation commanders will ensure their personnel attending Military School meet all prerequisites and that three copies of the student's TDY orders are faxed to Military School Training Manager, NLT 20 days prior to the course start date. Personnel at off-post installations must request class seats in accordance with paragraph 2, ensuring that the student's standard name line is correct. On-post housing is generally available. Call Carr Hall, Building 45 at DSN 856-2830 or DSN 856-2830/3890 or 1-800-GOARMY1 (ask for Fort Riley) to make reservations.

4. **OUT OF-STATE TUITION:** Barton County Community College (BCCC) provides the training for the Military School through State of Kansas funding. Due to state funding restrictions, out-of-state tuition must be collected for all **Non-Kansas Residents*** attending Military School classes. Military School course out-of-state tuition cost is listed on

the Military School Course List immediately following this paragraph. Procedures for obtaining a training seat for an out-of-state soldier are as follows:

USAR and National Guard units submit FR Form 900.R application to RCSD, Fort Riley. Active Army units submit FR Form 900 to the Military School Training Manager. A memorandum listing the names and SSN of students, class and dates of class as well as the amount to be paid, method of payment, and unit POC must also accompany the request.

The methods of payment are:

1. The unit can pay telephonically using a credit card (Call the BCCC representative at 785-239-9769).
2. The unit can pay by check or money order prior to cut off time and date.
3. The student can pay by check, credit card, money order, or cash (must be pre-approved by BCCC) prior to or the day of class but must be paid in full by 0915 the first day of class.

To obtain a firm reservation in a class, the requesting unit must submit a schools request and memorandum with payment method to the appropriate agency (USAR/NG to RCSD, Active Duty to Training Manager Military School, Fort Riley, Kansas) NLT 30 working days prior to class start. A training seat cannot be guaranteed if request is received less than 30 working days prior to class start. Payment must be received or verified with BCCC NLT 20 working days prior to class start date. Once the payment has been received or verified BCCC will forward payment verification for the student to the Military School Training Manager and 15 working days prior to the class start date, a roster will be confirmed for the class. Requests received less than 20 working days prior to class start are processed on a space available basis.

*** Non-Kansas Residents:** Any person not residing in the state of Kansas or not an active duty service member permanently assigned to an active duty unit/post in the state of Kansas (i.e. Fort Riley or Fort Leavenworth).

A USAR soldier, assigned to a Kansas USAR unit, whose legal residence is not Kansas, is considered a Non-Resident. Kansas National Guard soldiers, regardless of residence, are considered Kansas residents only for Military School class purposes.

Military School Course List

Military Course Title	Credits	Payment
Army Company Information Systems (ARCIS)	1 cr	86.00
AMMO HANDLER	3 cr	258.00
COMBAT LIFESAVER RECERT	1 cr	86.00
COMBAT LIFESAVER	3cr	258.00
Emergency Medical Technician Refresher	2 cr	172.00
Emergency Medical Technician	12 cr	1032.00
Field Sanitation	2 cr	172.00
Fuel Handler	3 cr	258.00
Miles	1 cr	86.00
NBC Officer/NCO	5 cr	430.00
Physical Readiness Training	3 cr	258.00
Power Generator Operator	2 cr	172.00
Pre-hospital Trauma Life Support - I	1 cr	86.00
Pre-hospital Trauma Life Support - P	1 cr	86.00
Standard Army Training System (SATS)	3 cr	258.00
Trauma Aims	4 cr	344.00
ULLS S-4 Clerk	3 cr	258.00
ULLS S-4 Manager	2 cr	172.00
ULLS-G Manager	1 cr	86.00
ULLS-G Operator	5 cr	430.00
Unit Armorer Supervisor	2 cr	172.00
Unit Armorer	3 cr	258.00
USAREUR Drivers Training	1 cr	86.00
Bus Driver Training Course	3 cr	258.00



Military Schools

FY 2005 COURSE SCHEDULE 1 OCTOBER 2004 - 30 SEPTEMBER 2005

BLDG 7305 APENNINES DR.
FT. RILEY, KS. 66442



COURSE	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
SATS	22-29			24-31					6-13			15-22
COMBAT LIFESAVER	4-13 18-25	1-8 17-24	1-8 10-17	4-11 21-28	1-8 10-17	1-8 14-22	4-12	2-9	6-13	11-18	15-22	6-13
CLS RECERT			8-9			24-25			15-16		25-26	
FIELD SANITATION	25-29	8-16	13-17	12-20	22-28	7-11	11-15		8-14		15-19	
PRTLT		15-22		24-31		14-22		9-16				12-19
AMMUNITION HANDLER	4-13	9-18	1-8	4-11	1-8	1-8	4-12	16-23	20-27		1-9	6-13
HAZ MAT (92F)		19-22			10-11			25-26			11-12	
NBC OFFICER/NCO	18-29	9-24	6-17	6-21	1-14	7-21			8-22	25-----5	15-26	12-23
MILES		4-5		12-13		24-25		19-20		14-15		15-16

Change # 4

COURSE	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
ULLS-S4 CLERK		15-22	10-17	24-31	10-17	7-14	4-12		22-29			19-26
ULLS-S4 MANAGER	25-29				22-28		25-29				8-12	
ULLS-G OPERATOR	12-25	29-----10		6-21	1-14	16-30	18-29		6-20		15-26	
ULLS-G MANAGER		23-24				3-4		19-20		11-12		
UNIT ARMORER	4-13	1-8	9-16	18-25	15-24	14-22		2-9		18-25		7-14
UNIT ARMORER SUPVR	18-22			4-10			11-15					26-30
BUS DRIVER	12-20		6-14		7-15		4-13		6-14		15-23	
EMT	4-----10			10-----16			4-----10			18-----22		
EMT REFRESHER	18-29	8-23	6-17	18-31	7-22	14-25			13-24			19-30
					28-----11							
TRAUMA AIMS/EMT		18-----3			24-----9			13-26			26-----13	
PHTLS		15-17			17-23			10-12			23-25	

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Change # 4

ULLS-G OPERATOR COURSE

1. **LOCATION:** Military School Facility, Building 7305.
2. **REPORTING:** 0850 hours on the first day of class. Failure to report on time may constitute loss of space.
3. **LENGTH:** 75 hours (10 Days). 0900-1630 Mon-Fri. No classes will be conducted on Federal holiday.
4. **PURPOSE:** To provide sustainment training in duties and responsibilities for a ULLS-G Clerk. This course combines all aspects of TAMMS/PLL through the use of the ULLS system. Using demonstration and practical exercises, students learn the theory and application of both manual and automated tasks. PLL subjects include ordering procedures, Document Register management, PLL stockage and management, and reconciliation procedures. TAMMS areas include preparation and use of the Maintenance Inspection Worksheet, deferred maintenance, drivers training, licensing, equipment dispatch, Army Oil Analysis Program, scheduled services, and historical records. Course also covers accident reporting, physical security, hazardous waste, material condition status reporting, publications, and query by example (ULLS and ULLS Tutorial). Ft. Riley specific regulations and practices are used IAW 24th Infantry Division (Mech) Administrative Policy Letter, SUBJECT: Unit Level Logistics System (ULLS) Certification, dated May 01 2002 and FR REG 350-1.
5. **PREREQUISITES:**
 - a. Grades E1-E5.
 - b. Minimum of 6 months remaining on active duty upon completion of course.
 - c. Recommended by unit commander.
6. **ADMINISTRATIVE INSTRUCTIONS:**
 - a. Number of students will not be less than 8 or more than 15 in each class.
 - b. Students will be exempt from duties that might interfere with course participation.
7. **POINT OF CONTACT:** Military School Training Manager, 239-5432/9971

ULLS-G MANAGER COURSE

1. **LOCATION:** Military School Facility, Building 7305.
2. **REPORTING:** 0850 hours on the first day of class. Failure to report on time may constitute loss of space.
3. **LENGTH:** 15 hours (2 Days). 0900-1630 Mon-Fri. No classes will be conducted on Federal holidays.
4. **PURPOSE:** To provide performance-oriented training to non-motor pool personnel to manage a motor pool. Instruction will cover HAZMAT, AMSS, REPORTS, SDI, and MANAGER'S CHECKLIST. Ft. Riley specific regulations and practices are used IAW 24th Infantry Division (Mech) Administrative Policy Letter, SUBJECT: Unit Level Logistics System (ULLS) Certification, dated May 01 2002 and FR REG 350-1.
5. **PREREQUISITES:**
 - a. Assigned or pending assignment as motor pool NCOIC, OIC, Company CO or XO, or Battalion CO or XO.
 - b. E6 and above.
 - c. E5 if assigned as an ULLS-G Supervisor.
 - d. Minimum of 6 months remaining on active duty upon completion of course.
 - e. Recommended by the unit commander.
6. **ADMINISTRATIVE INSTRUCTIONS:**
 - a. Number of students will not be less than 8 or more than 15 in each class.
 - b. Students will be exempt from duties that might interfere with course participation.
7. **POINT OF CONTACT:** Military School Training Manager, 239-5432/9971

UNIT ARMORER COURSE

1. **LOCATION:** Military School Facility, Building 7305.
2. **REPORTING:** 0850 hours on the first day of class. Failure to report on time may constitute loss of space.
3. **LENGTH:** 45 hours (6 Days). 0900-1630 Mon-Fri. No classes will be conducted on Federal holidays.
4. **PURPOSE:** To provide sustainment training to enlisted personnel in the operation and management of the unit arms room, maintenance of weapons, required forms and reports, and physical security. Ft. Riley specific regulations and practices are used IAW AR 190-11, FR 190-11, and FR REG 350-1.
5. **PREREQUISITES:**
 - a. Assigned duties as a Unit Armorer.
 - b. Grades E1-E4.
 - c. Minimum of 6 months remaining on active duty upon completion of course.
 - d. Recommended by unit commander.
6. **ADMINISTRATIVE INSTRUCTIONS:**
 - a. Number of students will not be less than 8 or more than 20 in each class.
 - b. Students will be exempt from duties that might interfere with course participation.
 - c. All students (primary and standbys) must be pre-enrolled and on the class roster.
7. **POINT OF CONTACT:** Military School Training Manager, 239-5432/9971

UNIT ARMORER SUPERVISORY COURSE

1. **LOCATION:** Military School Facility, Building 7305.
2. **REPORTING:** 0850 hours on the first day of class. Failure to report on time may constitute loss of space.
3. **LENGTH:** 30 hours (5 Days). 0900-1630 Mon-Fri. No classes will be conducted on Federal Holidays.
4. **PURPOSE:** To provide training to supervisors oriented in organizational maintenance of small arms. This includes inspection, disassembly, assembly, required operator/organizational maintenance, ordering of parts, maintaining PLL for small arms (SARP), and turn-in procedures for direct support maintenance. This course also includes physical security and proper physical security inspections conducted by the PMO. Ft. Riley specific regulations and practices are used IAW AR 190-11, FR 190-11, and FR REG 350-1.
5. **PREREQUISITES:**
 - a. Assigned duties as a Unit Armorer Supervisor.
 - b. Commissioned Officer
 - c. Minimum of 6 months remaining on active duty upon completion of course.
 - d. Recommended by unit commander.
6. **ADMINISTRATIVE INSTRUCTIONS:**
 - a. Number of students will not be less than 8 or more than 12 in each class.
 - b. Students will be exempt from duties that might interfere with course participation.
 - c. All students (primary and standbys) must be pre-enrolled and on the class roster.
7. **POINT OF CONTACT:** Military School Training Manager, 239-5432/9971

UNIT LEVEL LOGISTICS SYSTEM (ULLS) S4 CLERK COURSE

1. **LOCATION:** Military School Facility, Building 7305.
2. **REPORTING:** 0850 hours on the first day of class. Failure to report on time may constitute loss of space.
3. **LENGTH:** 45 hours (6 Days). 0900-1630 Mon-Fri. No classes will be conducted on Federal holidays.
4. **PURPOSE:** To provide ULLS S4 Clerks with performance oriented training on administrative and technical tasks. Ft. Riley specific regulations and practices are used IAW 24th Infantry Division (Mech) Administrative Policy Letter, SUBJECT: Unit Level Logistics System (ULLS) Certification, dated: May 01 2002 and FR REG 350-1.
5. **PREREQUISITES:**
 - a. Assigned duties as a Unit/Organization ULLS S4 Clerk.
 - b. Grades E1-E5.
 - c. Minimum of 6 months remaining on active duty upon completion of course.
 - d. Recommended by unit commander. The student must be assigned the duties or will be assigned duties within the next 90 days (no waivers).
6. **ADMINISTRATIVE INSTRUCTIONS:**
 - a. Number of students will not be less than 8 or more than 12 in each class.
 - b. Students will be exempt from duties that might interfere with course participation.
 - c. All students (primary and standbys) must be pre-enrolled and on the class roster.
7. **POINT OF CONTACT:** Military School Training Manager, 239-5432/9971

UNIT LEVEL LOGISTICS SYSTEM (ULLS) S4 SUPPLY MANAGER COURSE

1. **LOCATION:** Military School Facility, Building 7305.
2. **REPORTING:** 0850 hours on the first day of class. Failure to report on time may constitute loss of space.
3. **LENGTH:** 30 hours (5 Days). 0900-1630 Mon-Fri. No classes will be conducted on Federal holidays.
4. **PURPOSE:** To familiarize mid-level managers with ULLS S4 and the reports produced by the system. This course provide performance oriented training in unit and organizational supply procedures including background on the development of ULLS S4, familiarization with ULLS S4 processes, reports and listings, a review of system and file backups, and continuity of operations (COOP) procedures. Ft. Riley specific regulations and practices are used IAW 24th Infantry Division (Mech) Administrative Policy Letter, SUBJECT: Unit Level Logistics System (ULLS) Certification, dated: May 01 2002 and FR REG 350-1.
5. **PREREQUISITES:** Personnel selected to attend this course will be mid-level managers who have various levels of responsibility for their organization's mission accomplishment. They must also be familiar with the tools that ULLS S4 provides to help accomplish the mission. Personnel included in this category are: Data Base Administrators, Battalion Executive Officers, Budget Officers, Property Book Officers, Company Commanders, and Company Executive Officers.
6. **ADMINISTRATIVE INSTRUCTIONS:**
 - a. Number of students will not be less than 8 or more than 12 in each class.
 - b. Students will be exempt from duties that might interfere with course participation.
 - c. All students (primary and standby) must be pre-enrolled and on the class roster.
7. **POINT OF CONTACT:** Military School Training Manager, 239-5432/9971

AMMUNITION HANDLER COURSE

1. **LOCATION:** Military School Facility, Building 7305.
2. **REPORTING:** 0850 hours on the first day of class. Failure to report on time may constitute loss of space.
3. **LENGTH:** 45 hours (6 Days). 0900-1630 Mon-Fri. No classes will be conducted on Federal holidays.
4. **PURPOSE:** To provide performance oriented training on receipt, accountability, transport and safety for live ammunition and related residue. Ft. Riley specific regulations and practices are used IAW AR 385-64, AR 385-63, FORSCOM REG 700-4, DOD 6055.9 STD, DOD 5100.76M, FR PAM 710-16 AND QASAS Procedures.
5. **PREREQUISITES:**
 - a. Assigned duties as an Ammunition Handler.
 - b. Grades E1 and above.
 - c. Minimum of 6 months remaining on active duty upon completion of course.
 - d. Recommended by unit commander.
6. **ADMINISTRATIVE INSTRUCTIONS:**
 - a. Number of students will not be less than 8 or more than 15 in each class.
 - b. Students will be exempt from duties that might interfere with course participation.
 - c. All students (primary and standbys) must be pre-enrolled and on the class roster.
7. **POINT OF CONTACT:** Military School Training Manager, 239-5432/9971

MILES COURSE

1. **LOCATION:** Building 8320
2. **REPORTING:** 0850 hours on the first day of class. Failure to report on time may constitute loss of space.
3. **LENGTH:** 15 Hours (2 Days). 0900-1630 Mon-Fri
4. **PURPOSE:** To train personnel in the following areas:
 - a. MILES warehouse procedures, regulations and policies. Ft. Riley specific regulations and practices are used IAW FR REG 350-1 and FR REG 350-4.
 - b. How to use and train with the following MILES equipment:
 - (1) Weaponeer.
 - (2) Proper boresighting procedures of the M16A1/A2 transmitter using the Small Arm Alignment Fixture (SAAF).
 - (3) Proper operation of the Anti-Tank Weapons: Viper, Dragon and TOW System.
 - (4) Mobile Independent Target System (MTS).
 - (5) Man Worn Laser Detector System (MWLD)
 - (6) Installation of velcro and MILES Detector System on the M1A1 Tank, M2 Bradley and the APC M113.
 - (7) Troubleshooting the MILES System on the M1A1 Tank, M2 Bradley and APC M113.
5. **PREREQUISITES:** Grade of E5 and above. Training and certification card is required to hand receipt MILES equipment (IAW Fort Riley MILES SOP).
6. **ADMINISTRATIVE REQUIREMENTS:**
 - a. Number of students will not be less than 8 but not more than 15 per class.
 - b. Students completing the course (Test) will receive a license certifying them on: Weaponeer, MWLDS, SAAF, MTS, and M113. The student will also receive college credit.
7. **POINT OF CONTACT:** Military School Training Manager, 239-5432/9971

MILES RECERTIFICATION (TEST)

1. **LOCATION**: Building 8320
2. **REPORTING**: 1250 hours on the day of the test.
3. **PROCEDURE**: Call training manager at 239-5432/9971 for scheduling.
4. **PURPOSE**: Test and renew certification of personnel in the following areas:
 - a. MILES warehouse procedures, regulations and policies. Ft. Riley specific regulations and practices are used IAW FR REG 350-1.
 - b. How to use and train with the following MILES equipment:
 - (1) Weaponeer.
 - (2) Proper boresighting procedures of the M16A1/A2 transmitter using the Small Arm Alignment Fixture (SAAF).
 - (3) Proper operation of the Anti-Tank Weapons, Viper, Dragon and TOW System.
 - (4) Mobile Independent Target System (MTS).
 - (5) Man Worn Laser Detector System (MWLD)
 - (6) Troubleshooting the MILES System on the APC M113.
 - (7) M1 Tank, and M2/M3 if student was certified previously on the equipment.
 - (8) Students completing the Test will receive a license certifying them on: Weaponeer, MWLDS, SAAF, MTS, and M113.
5. **PREREQUISITES**: Grade of E5 and above and previously certified. Training is required to sign for MILES equipment (IAW Fort Riley MILES SOP and REG 350-1).
6. **POINT OF CONTACT**: Military School Training Manager, 239-5432/9971.

NBC OFFICER/NCO COURSE

1. **LOCATION:** Building 211, Room 16, Fort Riley, Kansas.
2. **REPORTING:** 0850 hours on the first day of class. Failure to report on time may constitute loss of space.
 - a. Students will report in duty uniform daily.
 - b. On the first day, students only need a notebook and pen or pencil.
 - c. The duty uniform will be worn throughout the course.
 - d. Homework will be assigned and must be completed and turned in at the assigned time.
 - e. A pretest will be administered on the first day of class during the enrollment, consisting of items listed in paragraph 5d.
 - f. Number of students will not be less than 8 or more than 12 in each class.
3. **LENGTH:** 75 hours (10 Days), 0900-1630, Monday-Friday. In-processing will be conducted from 0750-0850 on first day of class.
4. **PURPOSE:** To qualify personnel as unit NBC Defense Officers/NCOs as required by AR 350-1 (one officer and one enlisted alternate per company) and to train those individuals in techniques needed for combat operations in a chemical, biological and nuclear environment. Those MOS 54B soldiers who assume unit chemical NCO duties (one 54B20 authorized/company) and who are not BNCOG graduates are required to attend. The course prepares the students to function as unit NBC Defense Officers/NCOs and includes: chemical, biological and nuclear defense organization and training requirements; chemical agents-physiological effects, protective measures and first aid; biological agents- physiological and physical effects, field behavior and first aid; protective measures and effects of nuclear weapons (blast, heat, initial and residual radiation, and electro-magnetic pulse), protective measure, yield estimation, fallout prediction and operational aspects of radiation; NBC reports, maintenance and use of chemical, biological, nuclear, and radiological defense equipment and material; individual and collective protection; decontamination; and Smoke Pot requirements and effects of weather and terrain on smoke. Ft. Riley specific regulations and practices are used IAW AR 350-1, Para 4-11c. and FR REG 350-1, Chapter 11.
5. **PREREQUISITES:**
 - a. Actual or anticipated assignment as a unit NBC officer, noncommissioned officer or enlisted alternate.
 - b. GT score of 100 or above or ST of 95 or above (nonwaiverable).
 - c. Grade E4 or above (waiverable to E3).
 - d. Be proficient at skill level 1 - NBC Common Tasks (STP-21-1-SMCT), skill level 1 and 2 -Map Reading Tasks (STP 21-1-SCMT and FM 21-2), and be able to perform math calculations (some algebra required).
 - e. Have a minimum of one year of service remaining upon completion of the course.
 - f. Students attending this course of instruction will be exempt from all unit duties (to include weekends and holidays).

6. **ADMINISTRATIVE INSTRUCTIONS:**

- a. Students (both primary and standby) will be pre-enrolled and on class roster.
- b. Students will receive four exams during the NBC Defense Course. Students must maintain an overall grade average of 70% to remain in the course.
- c. Units who desire to send standby personnel may do so. However, standbys will not be enrolled until all reserved seats are filled. Confirmed applications not filled will be reported as shortfalls.

7. **ELIMINATION:** Students will be dismissed from the course for any of the reasons indicated below:

- a. Failure to meet course prerequisites.
- b. Academic elimination (failure to maintain a 70% average).
- c. Administrative elimination for absence in excess of four hours (cumulative) during the course, habitual tardiness or emergencies not known to exist at the beginning of the course.
- d. Commanders of students who are academically or administratively dismissed will be notified in writing through the chain of command.

8. **EQUIPMENT:**

a. Students, with the exception of USAR, and National Guard personnel (see para 9.b.) are required to have the following equipment (bring to class IAW course training schedule). Failure of on post personnel to bring the equipment listed, will result in administrative dismissal from the course:

- (1) Individual Protective Mask with hood and canteen.
- (2) AN/UDR-13 Radiac set w/batteries
- (3) M22 ACADA w/batteries and WD1 wire
- (4) M256A1 Detection Kit (Training).
- (5) Training MOPP Suit, Boots and Gloves
- (6) Chemical Agent Monitor (CAM)
- (7) AN/VDR-2 Radiacmeter

b. USAR and National Guard will bring as much of the above equipment as possible. At a minimum, they will bring protective mask and training MOPP Suit.

9. **GRADUATION:**

a. Graduation will take place in Building 211, Room 16, NBC Classroom, on the last day of class, hour TBA. Uniform for graduation will be BDUs. Students will not be released early on the last day of class.

b. The candidate with the highest academic average in each class will be designated as the Distinguished Honor Graduate.

- c. The candidate with the second highest academic average in each class will be designated as the Honor Graduate.

10. **NATIONAL GUARD/USAR:**

- a. Prerequisites for NBC/Officer Course. Actual or anticipated assignment as a unit NBC Officer, Noncommissioned Officer, Enlisted Alternate or Decontamination NCOIC.

- b. See “Introduction and General Information”, for special instructions for Reserve Component Soldiers. Reserve Component personnel attending this course are authorized, with military ID card, to dine in the main post facility, Bldg 251 (per Chief, DOL Services).

11. **MOS 54B PERSONNEL ATTENDANCE IN NBC DEFENSE COURSES:**

- a. Ft. Riley Reg 350-1, Chap 11 requires all MOS 54B10 Chemical Operations Specialists who fill company level MOS 54B20 positions to attend the NBC Defense Course. MOS 54B20s may also attend on a space available basis.

- b. MOS 54B personnel, once enrolled, will complete the entire course, including all required class exercises, homework and exams.

12. **POINT OF CONTACT:** Military School Training Manger, 239-5432/9971

FIELD SANITATION TEAM TRAINING COURSE

1. **LOCATION:** Military School Facility, Building 7305.
2. **REPORTING:** 0850 hours on the first day of class. Failure to report on time may constitute loss of space.
3. **LENGTH:** 30 hours (5 Days). 0900-1630 Mon-Fri. No classes will be conducted on Federal holidays.
4. **PURPOSE:** To provide formal training to unit level Field Sanitation members. Ft. Riley specific regulations and practices are used IAW FR REG 350-1, Chapter 10-10.
5. **PREREQUISITES:** Student must have a minimum of 6 months remaining in the unit upon completion of the course.
6. **ADMINISTRATIVE INSTRUCTIONS:**
 - a. Units possessing organic medical personnel must utilize these personnel for their Field Sanitation Team IAW AR 40-5.
 - b. Number of students will not be less than 8 or more than 15 in each class.
 - c. Students will be exempt from duties that might interfere with course participation.
 - d. No more than two personnel per company should enroll in the course at any given time, this is necessary to allow all units the opportunity to participate in the training.
 - e. All students (primary and standby) must be pre-enrolled and on the class roster.
7. **POINT OF CONTACT:** Military School Training Manager, 239-5432/9971

92F HAZMAT COURSE

1. **LOCATION:** Military School Facility, Building 7305.
2. **REPORTING:** 0850 hours on the first day of class. Failure to report on time may constitute loss of space.
3. **LENGTH:** 15 hours (2 Day). 0900-1630. No classes will be conducted on Federal holidays.
4. **PURPOSE:** To provide 92F MOS and Non-92F MOS Fuel Handlers a detailed study of U.S. Department of Transportation (DOT) regulations. Topics include identifying regulated materials, preparing shipping papers, inspection of packaging and label determination. Emphasis will be placed on interpretation of regulations used in the transportation and storage of petroleum fuels and related materials for function specific training in petroleum supply and storage operations IAW Ft. Riley specific regulations: FR PAM 710-14, AR 710-2, DA PAM 710-2.
5. **PREREQUISITES:**
 - a. Newly assigned, 92F MOS Fuel Handlers not certified to receive fuel at Ft. Riley.
 - b. Currently assigned Fuel Handlers who attended Military School Fuel Handler's prior to 1 Jan 03 and does not have credentials to receive fuel from the Fort Riley Tank Farm. (The Fuel Handler's Course conducted after 1 Jan 03 has included the training in this course.)
 - c. Assigned as either a Fuel Vehicle Operator or Assistant
 - d. Grades E1-E5.
 - e. Minimum of six months remaining on active duty upon completion of course.
 - f. Recommended by unit commander.
6. **ADMINISTRATIVE INSTRUCTIONS:**
 - a. Number of students will not be less than 8 or more than 15 in each class.
 - b. Students will be exempt from duties that might interfere with course participation.
7. **POINT OF CONTACT:** Military School Training Manager, 239-5432/9971

BUS DRIVER TRAINING COURSE

- 1. LOCATION:** Building 240, Room 102, Main Post.
- 2. REPORTING:** 0850 hours on the first day of class. Failure to report on time may constitute loss of space.
- 3. LENGTH:** 45 hours (6 1/2 Days). 0900-1630 Mon-Fri. No classes will be conducted on Federal holidays.
- 4. PURPOSE:** To train and license personnel to operate a military bus while complying with federal, state and applicable Ft. Riley regulations, while observing safety procedures governing passenger carrying vehicles.
- 5. PREREQUISITES:** Student must:
 - a. Have a minimum of 6 months remaining on active duty.
 - b. Have received training, be licensed and have experience driving a 2 1/2 ton or larger truck.
 - c. Have no record of any at-fault motor vehicle accident in the last two years.
 - d. Have no record of serious moving traffic violations in the last two years.
 - e. Possess a valid state driver's license.
 - f. Commanders will interview students and determine that they possess the maturity and judgment to safely operate a bus.
- 6. ADMINISTRATIVE INSTRUCTIONS:**
 - a. Number of students will not be less than 8 or more than 12 per class.
 - b. By 1500 hours on Thursday prior to class start date, students will present the following documents to the Military School Administration Office, Room 1, Building 7305 for review:
 - (1) Valid DA Form 348 (Equipment Operator Record) with Accident Avoidance Training annotated in Section 3.
 - (2) Valid OF 346 as annotated on DA Form 348.
 - (3) Commanders Interview annotated in Section 3 of DA Form 348.
 - (4) Current state driver's license.
 - (5) Copy of Fort Riley On-Post School Request Form (FR Form 900).
 - c. Students will be exempt from duties that might interfere with course participation.
 - d. All students (primary and standbys) must be pre-enrolled through the Military School and on the class roster.
 - e. Students will be terminated immediately for sleeping, unsafe acts, and violations of traffic laws, poor driving skills and missing any instruction.
- 7. POINT OF CONTACT:** Military School Training Manager, 239-5432/9971.

FUEL HANDLER'S COURSE

1. **LOCATION:** Unit requested class, report to location assigned by unit.
2. **REPORTING:** 0850 hours on the first day of class.
3. **LENGTH:** 45 hours. 0900-1630 Mon-Fri. No classes will be conducted on Federal holidays.
4. **PURPOSE:** To provide performance oriented training on administrative and technical tasks required of a Petroleum Fuel Handler. Ft. Riley specific regulations and practices are used IAW AR 710-2, DA PAM 710-2-1, FR PAM 710-2.
5. **PREREQUISITES:**
 - a. Assigned duties as either a Fuel Vehicle Operator or Assistant.
 - b. Grades E1-E5.
 - c. Minimum of 6 months remaining on active duty upon completion of course
 - d. Recommended by unit commander.
6. **ADMINISTRATIVE INSTRUCTIONS:**
 - a. Number of students will not be less than 8 or more than 15 in each class.
 - b. Students will be exempt from duties that might interfere with course participation.
 - c. Requests for instructor will be provided to Military School Training Manager NLT 45 days prior to requested start dates with the following information.
 - (1) Primary and Alternate Dates desired for training. Course length will be determined by type of equipment at unit.
 - (2) Location/building number of classroom and motor pool.
 - (3) Number of students to be trained (maximum 15 students, minimum of eight students).
 - (4) Unit point of contact. Training will be scheduled with battalion and higher level units.
 - (5) Type of fuel equipment in the unit.
7. **POINT OF CONTACT:** Military School Training Manager, 239-5432/9971

POWER GENERATOR OPERATOR COURSE

1. **LOCATION:** Unit requested class, report to location assigned by unit.
2. **REPORTING:** 0850 hours on the first day of class.
3. **LENGTH:** 30 hours. 0900-1630 Mon-Fri. No classes will be conducted on Federal holidays.
4. **PURPOSE:** To train students in the fundamentals required to install, operate and maintain a generator set.

5. **PREREQUISITES:**

- a. Assigned as Generator Operator.
- b. Grades E1-E5.
- c. Minimum of six months remaining on active duty upon completion of course.
- d. Recommended by unit commander.

6. **ADMINISTRATIVE INSTRUCTIONS:**

- a. Number of students will not be less than 8 or more than 15 in each class.
- b. Students will be exempt from duties that might interfere with course participation.
- c. Requests for instructor to unit will be provided to the Military School by memorandum NLT 45 days prior to requested start date, with the following information.

(1) Dates desired for training (Primary and Alternate). Course length will be determined by type of equipment at unit.

(2) Location/building number of classroom and motor pool.

(3) Number of students to be trained (maximum fifteen students, minimum of eight students).

(4) Point of contact at unit. Training will be scheduled with battalion and higher level units.

(5) Type of generators in the unit.

7. **POINT OF CONTACT:** Military School Training Manager, 239-5432/9971

USAREUR DRIVERS TRAINING

1. **LOCATION:** Unit requested class, report to location assigned by unit.
2. **REPORTING:** 0850 hours on the first day of class. Failure to report on time may constitute a loss of space.
3. **LENGTH:** 15 hours (2 Day). 0900-1630. No classes will be conducted on Federal holidays.
4. **PURPOSE:** To provide training on international road signs, basic German traffic laws and rule of the road while driving in USAREUR. The USAREUR driver's test is administered after classroom instruction.
5. **PREREQUISITES:** Recommended by unit commander.
6. **ADMINISTRATIVE INSTRUCTIONS:**
 - a. Number of students will not be less than 8 or more than 20 in each class.
 - b. Students will be exempt from duties that might interfere with course participation.
 - c. Requests for instructor to unit will be provided to the Military School by memorandum NLT 45 days prior to requested start date, with the following information.
 - (1) Dates desired for training (Primary and Alternate).
 - (2) Location/building number of classroom.
 - (3) Number of students to be trained (maximum twenty, minimum of eight students).
 - (4) Point of contact at unit. Training will be scheduled with battalion and higher level units.
7. **POINT OF CONTACT:** Military School Training Manager, 239-5432/9971

COMBAT LIFESAVER COURSE

1. **LOCATION:** Military School Facility, Building 7305.
2. **REPORTING:** 0850 hours on the first day of class. Failure to report on time may constitute loss of space.
3. **LENGTH:** 45 Hours (7 Days). 0900-1630 Mon-Fri
4. **PURPOSE:** To train non-medical soldiers to provide immediate lifesaving measures beyond the level of self-aid or buddy-aid to wounded soldiers in forward battle areas. Training is conducted using training materials provided by the Combat Lifesaver Correspondence Course. IAW FR REG 350-1, each section, squad or team will have at least one member trained and certified as a Combat Lifesaver. Certification is valid for 365 days from the date issuance. References include Combat Lifesaver Correspondence Course, AR 350-1, TRADOC PAM 525-50, FR REG 350-1, Chapter 10-11.
5. **PREREQUISITES:**
 - a. Must have 6 months remaining in unit.
 - b. No profile preventing lifting 20 lbs or greater.
6. **ADMINISTRATIVE REQUIREMENTS:**
 - a. Students completing the entire course will receive a Certificate of Training and a DD Form 1902.
 - b. This course will serve as both certification and recertification.
 - c. Number of students will not be less than 8 or more than 15 in each class.
7. **POINT OF CONTACT:** Military School Training Manager, 239-5432/9971

**COMBAT LIFESAVER
RECERTIFICATION/SUSTAINMENT COURSE**

1. **LOCATION:** Military School Facility, Building 7305
2. **REPORTING:** 0850 hours on the first day of class. Failure to report on time may constitute loss of space.
3. **LENGTH:** 15 hours (3 Days). 0900-1630 Mon-Fri.
4. **PURPOSE:** To provide sustainment training and required annual re-certification for unit Combat Lifesavers. In addition to recertification, this course will augment unit training programs in maintaining Combat Lifesaver proficiency in critical lifesaving task. Ft. Riley specific regulations and practices are used IAW TRADOC 525-50 and FR REG 350-1, Chapter 10-11.
5. **PREQUISITES:** Students must have completed a Combat Lifesaver Course within the last 365 days from the date of their Training Certificate (Certificate required).
6. **ADMINISTRATIVE REQUIREMENTS:**
 - a. Students completing the course will receive a Certificate of Training and a DD Form 1902.
 - b. Number of students will not be less than 8 or more than 15 in each class. **Units may request additional classes or special class dates through POC.**
7. **POINT OF CONTACT:** Military School Training Manager, 239-5432/9971

EMERGENCY MEDICAL TECHNICIAN (EMT) COURSE

1. **LOCATION:** Building 215, second floor
2. **REPORTING:** 0850 hours on the first day of class. Failure to report on time may constitute loss of space.
3. **LENGTH:** Five (5) weeks (200 hours). 0900-1630 Mon-Fri. No classes conducted on Federal holidays.
4. **OBJECTIVE:**
 - a. To provide EMT students training in the extrication assessment, stabilization and evacuation of the sick and injured patient.
 - b. IAW FR REG 350-1, Chapter 10-4, the purpose of the course is to enhance the training and readiness of the 91 CMF Army Medical Department enlisted personnel assigned to Ft. Riley.
4. **PREREQUISITES:**
 - a. Soldier must meet the following screening criteria:
 - (1) Twelve (12) months remaining active duty service upon completion of the EMT Course.
 - (2) Meet height/weight standards IAW AR 600-9.
 - (3) Have a current PT test.
 - (4) Have no physical profile that will limit their ability to perform medical tasks. IE: NO LIFTING PROFILE.
 - (5) Have one hundred and twenty (120) days of active service remaining upon completion of the EMT Refresher Course.
 - (6) Must meet NREMT application requirements as well as the established Education Center standards.
 - (7) Possess a current Health Care Provider CPR Card
 - b. Civilian personnel must meet the following screening criteria:
 - (1) Have no physical limitations against lifting.
 - (2) Must meet NREMT application requirements as well as the established Education Center standards.
 - (a) Must be 18 years of age or older.
 - (b) Possess a current Health Care Provider CPR Card.
 - (c) Complete the felony statement on the application and submit appropriate documentation if applicable.
 - c. The program will be offered two times each fiscal year.
 - d. Maximum class size will be limited to 24 soldiers.

- e. Each cycle will be five (5) weeks in duration.
 - (1) Two hundred hours of classroom instruction and skills lab.
 - (2) Ten hours of Emergency Room rotation.
 - (3) Ten hours of Ambulance rotation.
 - (4) Personnel will be able to take the National Registry Emergency Medical Technician examination at the end of the course and receive national certification. A registration fee of \$15.00 (money order or institutional check), payable to the National Registry of Emergency Medical Technicians, must be submitted with the application.
 - (5) Certificate of training will be awarded upon successful completion of the Course.
 - f. Soldiers must be exempt from unit duty rosters for the duration of the course.
 - g. Authorized absences from training will be limited to:
 - (1) Emergency Leave up to four days.
 - (2) Illness or injury precluding participation in program, such as temporary profile, for no more than four days.
 - h. Absences from training resulting in termination will include but, not be limited to:
 - (1) Emergency Leave in excess of 4 days warrants termination from the EMT Program.
 - (2) Deployment of unit from Fort Riley will require course termination.
 - (3) Illness or injury precluding participation in the program, such as temporary profile, in excess of 4 days warrants termination from the program.
5. **SCOPE:** Priority will be given to all Army Medical Department personnel assigned to Fort Riley. In addition, all others as determined by Military School on a space available basis.
- a. To provide current required refresher training, in order to maintain certification or pursue re-certification.
6. **REFERENCES:**
- a. AR 611-201, Enlisted Career Management Fields.
 - b. FR REG 350-1, Training.
7. **POINT OF CONTACT:** Military School Training Manager, 239-5432/9971

EMERGENCY MEDICAL TECHNICIAN (EMT) REFRESHER COURSE

1. **LOCATION:** Building 215, second floor.
2. **REPORTING:** 0850 hours on the first day of class. Failure to report on time may constitute loss of space. Students will report to the Education/ Professional Development (EPD) classroom, Ward 4, building 600, (Irwin Army Community Hospital, IACH), at 0900 on the start of each training cycle. Students must report during in-processing with a current Health care Provider CPR card.
3. **LENGTH:** 10 Days
4. **PURPOSE:** To provide current required refresher training, in order to maintain certification or pursue re-certification.
5. **PREREQUISITES:**
 - a. Soldier must meet the following screening criteria:
 - (1) Twelve (12) months remaining active duty service upon completion of the EMT Course.
 - (2) Meet height/weight standards IAW AR 600-9.
 - (3) Have a current PT test.
 - (4) Have no physical profile that will limit their ability to perform medical tasks. IE: NO LIFTING PROFILE.
 - (5) Have one hundred and twenty (120) days of active service remaining upon completion of the EMT Refresher Course.
 - (6) Must meet NREMT application requirements as well as the established Education Center standards.
 - b. Civilian personnel must meet the following screening criteria:
 - (1) Have no physical limitations against lifting.
 - (2) Must meet NREMT application requirements as well as the established Education Center standards.
 - (a) Must be 18 years of age or older.
 - (b) Complete the felony statement on the application and submit appropriate documentation if applicable.
 - (c) The program will be offered 3 times each fiscal year.
 - (d) Maximum class size will be limited to 24 soldiers.
 - (e) Each cycle will be one (1) week in duration.
 - (3) Personnel will be able to take the Emergency Medical Technician Refresher Course exam at the end of the course and to maintain national certification. A registration fee of \$10.00 (money order or institutional check), payable to the National Registry of Emergency Medical Technicians must be submitted with the application.

6. **ADMINISTRATIVE INSTRUCTIONS:**

- a. Certificate of training will be awarded upon successful completion of the Course.
- b. Soldiers must be exempt from unit duty rosters for the duration of the course.
- c. Authorized absences from training will be limited to:
 - (1) Emergency Leave for less than one day.
 - (2) Illness or injury precluding participation in the program, such as temporary profile, for less than one day.
- d. Absences from training resulting in termination will include but, not be limited to
 - (1) Emergency Leave in excess of one day warrants termination from the EMT Program.
 - (2) Illness or injury precluding participation in the program, such as temporary profile, in excess of one day warrants termination from the program.
 - (3) Deployment of unit from Fort Riley will require course termination.

6. **REFERENCES:**

- a. AR 611-201, Enlisted Career Management Fields.
- b. FR REG 350-1, Chapter 10-4.

7. **POINT OF CONTACT:** Military School Training Manager, 239-5432/9971

PREHOSPITAL TRAUMA LIFE SUPPORT (PHTLS) COURSE

1. **LOCATION:** Building 215, Room 227.
2. **REPORTING:** 0850 hours daily. Failure to report on time may constitute loss of space.
3. **LENGTH:** 15 hours (2 days). 0900-1630 Mon-Fri. No classes conducted on Federal holidays.
4. **PURPOSE:** This course focuses on trauma patients in the pre-hospital environment-how to identify, stabilize, treat and transport them with the highest level of care and give them the greatest chance of survival. This course is 15 hours in length. The course provides current, required refresher training, to maintain certification or pursue re-certification.
5. **PREREQUISITES:**
 - a. Soldier must meet the following screening criteria:
 - (1) Twelve (12) months remaining active duty service upon completion.
 - (2) Meet height/weight standards IAW AR 600-9.
 - (3) Have a current PT test.
 - (4) Have no physical profile that will limit their ability to perform medical tasks. IE: NO LIFTING PROFILE.
 - (5) Have one hundred and twenty (120) days of active service remaining upon completion of the EMT Refresher Course.
 - (6) Must meet NREMT application requirements as well as the established Education Center standards.
 - b. Civilian personnel must meet the following screening criteria:
 - (1) Have no physical limitations against lifting.
 - (2) Must meet NREMT application requirements as well as the established Education Center standards.
 - (a) Must be 18 years of age or older.
 - (b) Complete the felony statement on the application and submit appropriate documentation if applicable.
 - (c) The program will be offered 10 times each fiscal year.
 - (d) Maximum class size will be limited to 30 soldiers.
 - (e) Each cycle will be two days in duration.
6. **ADMINISTRATIVE INSTRUCTIONS:**
 - a. Certificate of training will be awarded upon successful completion of the Course.
 - b. Soldiers must be exempt from unit duty rosters for the duration of the course.

- c. Authorized absences from training will be limited to:
 - (1) Emergency Leave less than one day.
 - (2) Illness or injury precluding participation in the program, such as temporary profile, for less than one day.
- d. Absences from training resulting in termination will include but, not be limited to:
 - (1) Emergency Leave - excess of one day warrants termination from the EMT Program.
 - (2) Deployment of unit from Fort Riley will require course termination.
 - (3) Illness or injury precluding participation in the program, such as temporary profile, in excess of one day warrants termination from the program.

7. **REFERENCES:**

- a. AR 611-201, Enlisted Career Management Fields.
- b. FR REG 350-1, Chapter 10.

8. **POINT OF CONTACT:** Military School Training Manager, 239-5432/9971

TRAUMA AIMS COURSE

1. **LOCATION:** Building 215, second floor.
2. **REPORTING:** 0850 on the first class day. Failure to report on time may constitute loss of space. DIDACTIC: 0900-1630.
3. **LENGTH:** 80 hours (10 Days) 2 weeks. 0900-1630 Mon-Fri. No classes conducted on Federal holidays.
4. **PURPOSE:** To set forth the policies and procedures for the 91CMF Trauma Aims Program, for 91W transition IAW AR 611-21.
5. **SCOPE:** To include all Army Medical Department personnel assigned to Fort Riley with 91B skill levels 1-4, that has not attend BNCOC.
6. **OBJECTIVES:**
 - a. Assists medical soldiers in attaining and maintaining a state of operational readiness that will contribute to the overall combat effectiveness of their parent unit.
 - b. Provide 91B soldiers training necessary to maintain proficiency with new, changing equipment, techniques, and procedures.
7. **PREREQUISITES:** Complete EMT and Pre-Hospital Trauma Life Support (PHTLS) prior to enrolling in this course.
8. **PROCEDURES:**
 - a. Soldier must meet the following screening criteria:
 - (1) Six months remaining active duty service upon completion of the Trauma Aims Program.
 - (2) Meet height/weight standards IAW AR 600-9.
 - (3) Have passed a PT test within 3 months.
 - b. Maximum class size will be limited to 24 soldiers.
 - c. Each cycle will be two weeks in duration.
 - (1) Certificates of Training will be issued upon completion of the program.
 - d. Soldiers will report to the Education building 215, at 0900 on the start of each training cycle.
 - e. Authorized absences from training will be limited to: NONE
10. **POINT OF CONTACT:** Military School Training Manger, 239-5432/9971

PHYSICAL READINESS TRAINING LEADERS COURSE (PRTLCL)

1. **LOCATION:** Military School Facility, Building 7305.
2. **REPORTING:** 0850 hours on the first day of class. Failure to report on time may constitute loss of space.
3. **LENGTH:** 45 Hours (6 Days). 0900-1630 Mon-Mon. No classes on Federal holidays. Report as scheduled each day of class. Failure to do so may constitute a loss of space.
4. **PURPOSE:** The PRTLCL is a six-day course that teaches PRT leaders (NCO and officers) how to precisely teach and lead the activities in the toughening phase of PRT. Students will learn how PRT relates to Battle Focused Training, how to conduct a PRT session, and how to plan, schedule and conduct unit PRT to maximize performance with minimal injuries IAW FM 21-20. Students will be introduced to the Army Physical Readiness Test (APFT) and the PRT activities conducted during the sustaining phase of PRT. Students will be introduced to the 12 Callisthenic exercises found in the FM 3-25.20 Draft. Upon completion of the course the student will:
 - a. Be able to explain muscle structure and nervous stimulation.
 - b. Exhibit an understanding of cardiovascular and respiratory dynamics.
 - c. Be able to explain energy metabolism.
 - d. Understand the effects of nutrition and physical conditioning.
 - e. Receive 3 college credits.
5. **PREREQUISITES:**
 - a. Rank of sergeant or above, highly motivated.
 - b. APFT Score of 210 or higher (minimum score in 70 each event).
 - c. Student must meet AR 600-9 height/weight requirements.
 - d. Students over age 40 must have completed an over 40 physical.
 - e. No temporary profiles. Soldiers must complete all phases of the course.
 - f. No tobacco products will be used during class hours to include breaks.
 - g. No appointments or unit duty for the week of training.
 - h. Have nine (9) months remaining at Ft. Riley after completion of training.
 - i. Approved by unit commander and first sergeant to attend course.
 - j. Assigned duties as the company physical readiness leader.
6. **DAILY UNIFORM:** Clean PT Uniform with Class A name tag and rank insignia, running shoes.
7. **STUDENTS WILL BRING TO CLASS:**

- a. A three (3) ring binder with notebook paper, pen and pencil.
 - b. A water bottle or canteen.
 - c. Towel.
 - d. Current APFT card.
 - e. Copy of over 40 physical (if required).
 - f. Calculator.
8. **ADMINISTRATIVE INSTRUCTIONS:**
- a. Number of students will not be less than 8 or no more than 12 in each class.
 - b. Students will be exempt from all duties and appointments that may interfere with course participation.
9. **POINT OF CONTACT:** Military School Training Manager, 239-5432/9971.

STANDARD ARMY TRAINING SYSTEM (SATS)

1. **LOCATION:** Military School Facility, Building 7305.
2. **REPORTING:** 0850 hours on the first day of class. Failure to report on time may constitute loss of space.
3. **LENGTH:** 45 Hours (6 Days). 0900-1630 Mon-Fri. No classes on Federal holidays. Report as scheduled each day of class.
4. **PURPOSE:** To provide sustainment training in the use of SATS as the Army primary training management tool. Instruction will enable the student to develop and input training management information for automated production of METL, training and evaluation outlines (T&EOs), training schedules, calendars, assessments; develop and input resource management in cost estimates, resource constraints, training budgets, fuel estimates and ammunition forecasts. FR REG 350-1 requires all unit training schedules to be developed using SATS. Ft. Riley specific regulations and practices are used IAW FM 25-100.
5. **PREREQUISITE:** Currently or scheduled to be assigned duties as SATS computer operator or training manager at company level and above.
6. **ADMINISTRATIVE INSTRUCTIONS:**
 - a. Number of students will not be less than 8 and no more than 12 per class.
 - b. Students will be exempt from duties that might interfere with course participation.
7. **POINT OF CONTACT:** Military School Training Manager, 239-5432/9971

Digital Training Facility

Section III

FIRST SERGEANT COURSE (CRS 521-SQIM (DL))

1. **LOCATION:** Phase I is correspondence only. Phase II is held at Bldg 7285, Digital Training Center, Fort Riley, KS.
2. **LENGTH:** Phase 1 = 8 WEEKS
Phase 2 = 4 WEEKS
3. **PURPOSE:** To prepare sergeants first class and master sergeants for positions of responsibility as unit first sergeants.
4. **PREREQUISITES:** Active Army or Reserve Component senior noncommissioned officers in the grade of SFC, SFC(P), and MSG. All active component (AC) first time 1SGs will attend the resident 1SG course conducted at USASMA either prior to or within six months of assuming 1SG duties. Selection priority will be given for those soldiers assigned to 1SG duties in accordance with AR 614-200. Only MSG, SFC (P), and SFC who are selected to be a 1SG may be scheduled for training. Soldiers who reached their 40th birthday must provide proof of medical screening before enrollment. Soldiers with temporary profiles are ineligible to attend course. All applicants must meet physical fitness and weight standards outlined in AR 600-9. All soldiers should take the TABE reading and English at their local Army Education Centers. Individuals scoring below 12th grade level should enroll in and complete remedial/refresher instruction, through local education center, to improve skills to recommended level.
5. **POINT OF CONTACT:** Mrs. Maria Rachel Rogers, Military Training Division, (785) 239-1290, DSN 856-1290 or email maria.rogers@riley.army.mil.

6. **FY 05 COURSE SCHEDULE:**

Phase 2 – Video Tele-Conference Training (VTT)

<u>CLASS#</u>	<u>DATES</u>	<u>SEATS</u>
D06	30 MAR 05 – 20 APR 05	17
D12	26 SEP 05 – 18 OCT 05	17

NOTE: Additional Non-VTT class dates are available. Please contact the POC for assistance.

7. ADDITIONAL INFORMATION:

Prior to class enrollment, applicants EDAS records will be reviewed to ensure soldier meets all course prerequisites. Applicants who are serving in the First Sergeant position must have their lateral appointment and 24 month stabilization processed. SFC and SFC(P) will be stabilized for one year upon completion of course.

In the event emergency requirements preclude sending a soldier to FSC prior to assuming 1SG duties, the soldier must attend FSC within six months of assuming 1SG duties. Waiver authority for this deferred school attendance is delegated to the first General Officer in the soldier's chain of command.

8. **HOW TO APPLY:** Off-Post Schools requests will be submitted through the BDE Schools NCO to the Military Training Division, copy of the UMR with soldiers assigned or future position and statement from the first LTC in chain command with applicants name, rank, SSN, PMOS, date of assignment to position, paragraph and line number, and stabilization statement. Requests must be submitted no later than 90 days prior to class start date for phase two.

BATTLESTAFF COURSE (CRS 250-ASI2S (DL))

3. **LOCATION:** Phase I is correspondence only. Phase II is held at Bldg 7285, Digital Training Center, Fort Riley, KS.
2. **LENGTH:** Phase 1 = 8 WEEKS 4 DAYS Phase 2 = 4 WEEKS 1 DAY
3. **PURPOSE:** To prepare the NCO, in the rank of SSG and above, to perform operationally on the battlefield.
4. **PREREQUISITES:** Active Army or Reserve Component noncommissioned officer in the rank of staff sergeant or above. G1/S1, G2/S2, G3/S3 or G4/S4 staff noncommissioned officer assigned to, or on orders to a battalion, brigade, division or corps level TO&E unit, or a readiness group NCO advisor position and selected TDA NCOs in administration, intelligence, operations/plans, and logistics positions. A TABE A reading level score of 10.1 or above determined prior to course attendance, and with written proof of score provided prior to or at initial arrival at the course. As a minimum, applicants must have a SECRET security clearance. Soldiers who reached their 40th birthday must provide proof of medical screening before enrollment. Soldiers with temporary profiles are ineligible to attend course. All applicants must meet physical fitness and weight standards outlined in AR 600-9.
4. **POINT OF CONTACT:** Mrs. Maria Rachel Rogers, Military Training Division, (785) 239-1290, DSN 856-1290 or email maria.rogers@riley.army.mil.
6. **FY 05 COURSE SCHEDULE:**

<u>CLASS#</u>	<u>DATES</u>	<u>SEATS</u>
D07	29 MAR 05 – 29 APR 05	17
E12	28 JUN 05 – 29 JUL 05	16

NOTE: Additional Non-VTT class dates are available. Please contact the POC for assistance.

7. **ADDITIONAL INFORMATION:** Prior to class enrollment, applicants EDAS records will be reviewed to ensure soldier meets all course prerequisites. Applicants will be stabilized for one year upon completion of course. Soldiers will be cancelled from this course if assignment instructions are received at any time before phase two report date.
8. **HOW TO APPLY:** Off-Post Schools requests will be submitted through the BDE Schools NCO to the Military Training Division, copy of the UMR with soldiers assigned or future position and statement from the first LTC in chain command with applicants name, rank, SSN, PMOS, date of assignment to position, paragraph and line number, and stabilization statement. Requests must be submitted no later than 90 days prior to class start date.

COMPANY COMMANDER/FIRST SERGEANT ORIENTATION COURSE

1. **LOCATION:** Bldg 7285, Digital Learning Center, Custer Hill.
2. **LENGTH:** 5 days. Students must report NLT 0830 hours the first day of class.
3. **PURPOSE:** To provide officers/enlisted personnel designated to assume command/assigned as a first sergeant useful information on staff functions and agencies at Fort Riley. Reference: FR Reg 350-1.
4. **PREREQUISITES:** Pending assignment to a company level command or first sergeant position.
5. **POINT OF CONTACT:** Mr. Lucas, (785) 239-5500 or DSN 856-5500.
6. **FY 05 COURSE SCHEDULE:**

<u>CLASS#</u>	<u>DATE</u>
01-05	6-10 Dec 04
02-05	7-11 Feb 05
03-05	6-10 Jun 05
04-05	12-16 Sep 05

7. **ADDITIONAL INFORMATION:** FR Reg 350-1, Chapter 6 dated 31 Dec 97 requires all designated Company Commanders and newly assigned First Sergeants to attend this course **prior to assuming command/position.** Exception to this policy is by Chief of Staff approval. Max capacity is 20.
8. **HOW TO APPLY:** ON-Post School requests (FR900) will be submitted through the MSC Schools NCO to the Military Programs Division, with full name, rank, SSN, PMOS, unit to which the applicant will be/is assigned and date of assignment to position.

COMPANY COMMANDER AND FIRST SERGEANTS ORIENTATION COURSE ENROLLMENT
FORM

Course Dates _____. Spouse Program _____.

FULL NAME: _____

PAYGRADE: _____

SSN: _____

DATE: _____. Projected or assigned date as Commander/1SG.

UNIT: _____. Projected or assigned unit as Commander/ 1SG.

UNIT: _____/ Telephone number _____ of current assigned unit.

Note: Training is in the Digital Learning Center (bldg 7285) and you are to report at 0830 on the first day of class.

SPOUSE PROGRAM _____

Located at the Soldier Family Support Center(Bldg #7264)

Enroll children 0900-0930. Tour facilities 1130-1145. Lunch served 1200.

1. SPOUSE NAME: _____
2. TELEPHONE # _____
3. MAILING ADDRESS: _____
4. Information for children who will require child care service. Alternate arrangements for children not registered one week prior to start of class is the responsibility of the parents. (Service is provided free for children registered).

NAME

AGE

A. _____
B. _____
C. _____
D. _____
E. _____

ANY SPECIAL HEALTH INFORMATION:

Note: The children will be cared for in the same location as the training .

5. How long have you been at Fort Riley? _____
6. Comments: _____
7. Contact Central Registration 239-4847 for Child Care Registration Information.
8. POC for Company Commander/1SG Course is Ms Rachel Rogers, 239-1290.

TECHNICAL TRANSPORTATION OF HAZARDOUS MATERIALS
(AMMO-62-OS)
CHANGE DATED 16 DEC 2004

1. **LOCATION:** SEE SCHEDULE BELOW .
2. **LENGTH:** Course is two weeks (80 hours). Students report NLT 0830 the first day of class for in-processing. Stand-by's will be taken if primaries are not present. The instructor will inform students of class schedule on subsequent days. However, class will not start any earlier than 0900 hours. **This course is academically challenging and requires homework.** No unit duties (except on Friday and Saturday). Soldiers must have all appointments cleared by the instructor during inprocessing. This is an 80-hour course and the students are expected to attend all 80 hours to be certified.
3. **PURPOSE:** To train and certify unit personnel in the proper techniques of Packaging, Labeling and Shipping of Hazardous Material. This is not a driver's course for hauling AMMO. FR Riley requires each unit to have a minimum of four trained in each HHC/HHB and two trained in each line company/battery/troop level (inspected by the IG) Non-deployable type units are not required. Certification is good for two years
4. **PROGRAM OF INSTRUCTION:** The course is designed to train and certify/recertify Department of Defense (DOD) personnel who are involved in some aspect of transportation of hazardous materials. The course complies with both requirements of DOD and Department of Transportation (DOT) and will utilize the following publications: 49 Code of Federal Regulations (CFR), International Air Transport Association (IATA) Regulation, Military Standard (MILSTD) 129, Air Force Regulation (AFR) 24-204/Technical Manual TM 38-250/Navy Supplement (NAVSUP) Pub 505, DOD 5100.76M, International Maritime Dangerous Goods (IMDG) Code. FORSCOM REG 55-1.
5. **ADMINISTRATIVE INSTRUCTIONS:**
 - a. Submit FR Form 900-E dated 01 Apr 04 to Education Services, Building 7285, 239-1290/5500.
 - b. Instructors from the Defense Ammunition Center, McAlester, OK, (MTT) will teach the course at Fort Riley.
 - c. Students will need to bring; pens/pencils with erasers, note paper, a 3 inch, three-ring binder, straight edge or ruler, calculator, small post-it-notes, and a magnifying glass will be helpful.
6. **PREREQUISITES:** Soldiers should have at least two year retainability within the unit and should be SGT or above. SPC and below may attend if their PMOS is 88N.
7. **POC** is Maria R. Rogers, 239-1290 OR Mr. Jack Lucas, 239-5500. Both POC's are on the Ft Riley email global.
8. **FY05 SCHEDULE:**

<u>CLASS#</u>	<u>DATES</u>	<u>LOCATION</u>	<u>REPORT</u>	<u>MAX CLASS SIZE</u>
003	06 DEC 04 – 17 DEC 04	BLDG 213 RM 230	0815 ON 06 DEC 04	35
004	24 JAN 05 – 04 FEB 05	BLDG 319 RM 1A & 1B	0815 ON 24 JAN 05	35
008	25 APR05 – 06 MAY 05	BLDG 7285 RM 5	0815 ON 25 APR 05	22
013	12 SEP 05 – 23 SEP 05	BLDG 7285 RM 3	0815 ON 12 SEP 05	35

SUPPORT OPERATIONS PHASE II ALMC-SO

3. **LOCATION:** Bldg 7285, Digital Learning Center, Custer Hill.
2. **LENGTH:** Course is one week and 4 days (72 hours). Students report NLT 0845 the first day of class for inprocessing. At 0900 hours all stand-by will be taken if primaries are not present. The instructor will inform students of class schedule on subsequent days. Students will be dropped from class for absenteeism. No unit duties during the class.
3. **PURPOSE:** To train support operation officers and senior NCOs.
4. **SCOPE:** This course builds upon Support Operations Course (Phase I) to prepare support operations officers and senior NCOs to organize support functions and manage combat service support (CSS) in a support battalion/squadron during peacetime and wartime. Students will employ knowledge gained in the CSS tasks of Arm, Fix, Fuel, Move, and Sustain the Force to develop plans and conduct scenario driven support operations.
5. **PREREQUISITES:** Officers must be CPT or MAJ CAS-3 graduates (year group 79 and later), have completed a company level command and be assigned or anticipate being assigned at the support operations within one year upon completion of the course. Senior NCO (SNCO) nominees must be graduates of ANCOC, E7 or above, and be assigned or anticipate being assigned as a support operations NCOIC within one year upon completion of the course. Reservists may request a waiver of specific prerequisites. **NOMINEES MUST HAVE COMPLETED PHASE I VIA CORRESPONDENCE MODE PRIOR TO BEING ENROLLED IN PHASE II.**
6. **ADMINISTRATIVE REQUIREMENTS :** 1st BCT and 3 BCT have 4 spaces each. The 937th Eng Gp has 3 spaces and HHC 24th ID has 1 space. Soldier must be free of levy assignment and have at least 9 months remaining at Fort Riley upon completion of the course.
7. **POINT OF CONTACT:** Jack Lucas, 239-5500, Military Programs and G4 SGM, 239-4726.
8. **FY05 SCHEDULE:**

<u>CLASS</u>	<u>DATES</u>
0712	6 June –17 June 05

FY05 PLDC SCHEDULE

AS OF 5 AUG 04

<u>LOCATION</u>	<u>CLASS</u>	<u>APFT</u>	<u>BRIEF</u>	<u>SHIP</u>	<u>SHIP TIME</u>	<u>REPORT</u>	<u>START</u>	<u>GRAD</u>	<u>LOCATION</u>
FT Hood	001	26-Aug-04	23-SEP-04 @ 1530	29-Sep-04	2100 HRS	30-Sep-04	1-Oct-04	16-Oct-04	FT Hood
Camp Ashland	001	26-Aug-04	5-OCT-04 @ 1530	8-Oct-04	0830 HRS	8-Oct-04	9-Oct-04	23-Oct-04	Camp Ashland
FT Hood	002	24-Sep-04	14-OCT-04 @ 1530	19-Oct-04	2100 HRS	20-Oct-04	21-Oct-04	4-Nov-04	FT Hood
Camp Ashland	002	24-Sep-04	26-OCT-04 @ 1530	29-Oct-04	0830 HRS	29-Oct-04	30-Oct-04	13-Nov-04	Camp Ashland
FT Hood	003	24-Sep-04	2-NOV-04 @ 1530	7-Nov-04	2100 HRS	8-Nov-04	9-Nov-04	24-Nov-04	FT Hood
FT Hood	004	4-Nov-04	23-NOV-04 @ 1530	28-Nov-04	2100 HRS	29-Nov-04	30-Nov-04	14-Dec-04	FT Hood
Camp Ashland	003	4-Nov-04	30-NOV-04 @ 1530	3-Dec-04	0830 HRS	3-Dec-04	4-Dec-04	18-Dec-04	Camp Ashland
FT Hood	005	2-Dec-04	28-DEC-04 @ 1530	2-Jan-05	2100 HRS	3-Jan-05	4-Jan-05	18-Jan-05	FT Hood
Camp Ashland	004	2-Dec-04	4-JAN-05 @ 1530	7-Jan-05	0830 HRS	7-Jan-05	8-Jan-05	22-Jan-05	Camp Ashland
Camp Ashland	005	6-Jan-05	25-JAN-05 @ 1530	28-Jan-05	0830 HRS	28-Jan-05	29-Jan-05	12-Feb-05	Camp Ashland
Camp Ashland	006	3-Feb-05	15-FEB-05 @ 1530	18-Feb-05	0830 HRS	18-Feb-05	19-Feb-05	5-Mar-05	Camp Ashland
Camp Ashland	007	3-Feb-05	8-MAR-05 @ 1530	11-Mar-05	0830 HRS	11-Mar-05	12-Mar-05	26-Mar-05	Camp Ashland
Camp Ashland	008	3-Mar-05	29-MAR-05 @ 1530	1-Apr-05	0830 HRS	1-Apr-05	2-Apr-05	16-Apr-05	Camp Ashland
Camp Ashland	009	31-Mar-05	19-APR-05 @ 1530	22-Apr-05	0830 HRS	22-Apr-05	23-Apr-05	7-May-05	Camp Ashland
Camp Ashland	010	14-Apr-05	10-MAY-05 @ 1530	13-May-05	0830 HRS	13-May-05	14-May-05	28-May-05	Camp Ashland
Camp Ashland	011	5-May-05	31-MAY-05 @ 1530	3-Jun-05	0830 HRS	3-Jun-05	4-Jun-05	18-Jun-05	Camp Ashland
Camp Ashland	012	2-Jun-05	5-JULY-05 @ 1530	8-Jul-05	0830 HRS	8-Jul-05	9-Jul-05	23-Jul-05	Camp Ashland
Camp Ashland	013	30-Jun-05	26-JULY-05 @ 1530	29-Jul-05	0830 HRS	29-Jul-05	30-Jul-05	13-Aug-05	Camp Ashland

Camp Ashland	014	14-Jul-05	16-AUG-05 @ 1530	19-Aug-05	0830 HRS	19-Aug-05	20-Aug-05	2-Sep-05	Camp Ashland
Camp Ashland	015	4-Aug-05	6-SEP-05 @ 1530	9-Sep-05	0830 HRS	9-Sep-05	10-Sep-05	24-Sep-05	Camp Ashland
FT Hood	006		TBD						FT Hood
FT Hood	007		TBD						FT Hood
FT Hood	008		TBD						FT Hood
FT Hood	009		TBD						FT Hood
FT Hood	010		TBD						FT Hood
FT Hood	011		TBD						FT Hood

* Classes are subject to be cancelled, based upon attendance.

* Dates and Times are subject to change based upon mission.

* Changes are indicated in yellow

POC for this memorandum is SFC Gentry / SSG McKendry, Fort Riley University (PLDC) 239-5784 / 5157

CAMP ASHLAND, NE. PRIMARY LEADERSHIP DEVELOPMENT COURSE (PLDC)

1. **LOCATION:** NCOA, CAMP ASHLAND, NE

2. **LENGTH:** 15 days.

3. **PURPOSE:** To train noncommissioned officers and specialists basic skills, knowledge and behaviors. PLDC produces competent junior NCOs who are qualified team/section/squad leaders, trainers of leader and warfighting skills, evaluators and counselors, conductors and participants in individual and collective training, and performers and teachers of leaders skills, knowledge and attitudes. PLDC instills self discipline, professional ethics and establishes the foundation for further training and leader development.

4. **PREREQUISITES:** Active or Reserve Component personnel. PLDC is a prerequisite for attendance to BNCOC. Must be promotion eligible. First priority: SGT's who have not attended PLDC and SPC's who are promotable and have not attended PLDC. As an enrollment requirement all soldiers attending an NCOES school must meet APFT and height/weight standards IAW AR 600-9.

5. **ADMINISTRATION:** Welcome packets can be obtained through the following:

- a. The NCO Academy Web page: <http://neguard.nol.org/unit/rti/pldc.htm> [PLDC main page](#)
- b. Mailing address while students are at the NCOA:

STUDENT'S NAME
PLDC,___SQD,___PLT
220 COUNTY ROAD A, BUILDING 508
ASHLAND, NEBRASKA. 68003-6000

6. **POINT OF CONTACT:** NCOES Manager (785) 239-5157 / 5784 / 1290 or DSN 856-5157 / 5784 / 1290.

FY05 COURSE SCHEDULE:

<u>CLASS #</u>	<u>CLASS DATES</u>
001	8 OCT 04 – 23 OCT 04
002	29 OCT 04 – 13 NOV 04
003	3 DEC 04 – 18 DEC 04
004	7 JAN 05 – 22 JAN 05
005	28 JAN 05 – 12 FEB 05
006	18 FEB 05 – 5 MAR 05
007	11 MAR 05 – 26 MAR 05
008	1 APR 05 – 16 APR 05
009	22 APR 05 – 7 MAY 05
010	13 MAY 05 - 28 MAY 05
011	3 JUN 05 - 18 JUN 05
012	8 JUL 05 – 23 JUL 05
013	29 JUL 05 – 13 AUG 05
014	19 AUG 05 – 2 SEP 05
015	9 SEP 05 – 24 SEP 05

FORT HOOD PRIMARY LEADERSHIP DEVELOPMENT COURSE (PLDC)

1. **LOCATION:** NCOA, Ft. Hood, TX

2. **LENGTH:** 15 days.

3. **PURPOSE:** To train noncommissioned officers and specialists basic skills, knowledge and behaviors. PLDC produces competent junior NCOs who are qualified team/section/squad leaders, trainers of leader and warfighting skills, evaluators and counselors, conductors and participants in individual and collective training, and performers and teachers of leaders skills, knowledge and attitudes. PLDC instills self discipline, professional ethics and establishes the foundation for further training and leader development.

4. **PREREQUISITES:** Active or Reserve Component personnel. PLDC is a prerequisite for attendance to BNCOC. Must be promotion eligible. First priority: SGT's who have not attended PLDC and SPC's who are promotable and have not attended PLDC. As an enrollment requirement all soldiers attending an NCOES school must meet APFT and height/weight standards IAW AR 600-9.

5. **ADMINISTRATION:** Welcome packets can be obtained through the following:

- c. The NCO Academy Web page: click refresh after on error page if link does not appear
<http://pao.hood.army.mil/NCOA/NCOA.htm>
- b. Mailing address while students are at the NCOA:

Student Name
Class #
Student #
III Corps NCO Academy PLDC
Fort Hood, TX 76544-5000

6. **POINT OF CONTACT:** NCOES Manager (785) 239-5157 / 5784 / 1290 or DSN 856-5157 / 5784 / 1290.

7. **FY05 COURSE SCHEDULE:**

<u>CLASS #</u>	<u>CLASS DATES</u>
001	30 SEP 04 – 16 OCT 04
002	20 OCT 04 – 4 NOV 04
003	8 NOV 04 – 24 NOV 04
004	29 NOV 04 – 14 DEC 04
005	3 JAN 05 – 18 JAN 05
006	TBD
007	TBD
008	TBD
009	TBD
010	TBD
011	TBD

Academic Programs

Section IV

COLLEGE PROGRAMS

1. PURPOSE: To provide soldiers, retirees, and family members with a variety of college courses for career enhancement and individual development. Courses are offered at the Associate, Bachelor, and Graduate level.

2. RESPONSIBILITIES:

a. Commanders and supervisors must ensure that all students selected to attend the course are available during the times enrolled.

b. Soldiers must enroll through Army Education Counselors

c. Soldiers using tuition assistance must get Commander's approval prior to enrolling in course.

d. Soldiers using tuition assistance must take tuition assistance form to school to pay any tuition not covered by tuition assistance.

3. PREREQUISITES:

a. Counseling on course selection by Army Education Counselor.

b. TABE test with scores indicating potential for success in course.

c. GT score of 100 or greater for soldiers.

d. Approval by Company Commander or supervisor or their representatives.

4. PROCEDURE FOR REQUESTING/CANCELING COURSES.

a. Obtain tuition assistance forms from Learning Center.

b. Enrollment cycles are listed below.

c. Students may enroll in no more than two courses per term.

d. Soldiers enrolling under the Fort Riley Re-Enlistment Option may enroll in three courses per term.

5. FY 05 TERM SCHEDULE.

FY2005 COLLEGE SCHEDULE					
<i>BCCC, CTC, UIU</i>					
TERM		ENROLLMENTS DATES	ENROLLMENT DEADLINE-COB	TERM DATES	*HOLIDAYS
05-1		13 Sep-29 Oct 2004	29 Oct 2004	25 Oct - 18 Dec 2004	Nov 11 & Nov 25
05-2		29 Nov 2004 - 14 Jan 2005	14 Jan 2005	10 Jan - 5 Mar 2005	17 Jan; 21 Feb
05-3		14 Feb - 1 Apr 2005	1 April 2005	28 Mar - 21 May 2005	
05-4		25 Apr - 10 Jun 2005	10 Jun 2005	6 Jun - 30 Jul 2005	4-Jul
05-5		5 Jul - 19 Aug 2005	19 Aug 2005	15 Aug - 8 Oct 2005	5-Sep
06-1		12 Sep - 28 Oct 2005	28 Oct 2005	24 Oct - 17 Dec 2005	Nov 11 & Nov 24
		*Training holidays not included			
<i>CMU</i>					
TERM	COURSE NUMBER	ENROLLMENTS DATES	ENROLLMENT DEADLINE-COB	TERM DATES	*HOLIDAYS
05-1	MSA 635	20 Sep - 11 Oct 2004	11 Oct 2004	25 Oct - 18 Dec 2004	
05-1	PSC 514	20 Sep - 11 Oct 2004	11 Oct 2004	29 Oct - 4 Dec 2004	
05-2	MSA 610	29 Nov - 20 Dec 2004	20 Dec 2004	07 Jan - 5 Feb 2005	
05-3	PSC 785	31 Jan - 21 Feb 2005	21 Feb 2005	4 Mar - 2 Apr 2005	
05-3	MSA 685	31 Jan - 21 Feb 2005	21 Feb 2005	11 Mar - 5 May 2005	
05-4	MSA 640	7 Mar - 4 Apr 2005	4 Apr 2005	15 Apr - 14 May 2005	
05-4	IPC 665	7 Mar - 4 Apr 2005	4 Apr 2005	22 Apr - 21 May 2005	
05-5	PSC 711	2 May - 23 May 2005	23 May 2005	3 Jun - 9 Jul 2005	
05-6	MSA 600	27 Jul - 18 Jul 2005	18 Jul 2005	29 Jul - 27 Aug 2005	
05-7	IPC 560	8 Aug - 29 Aug 2005	29 Aug 2005	9 Sep - 8 Oct 2005	

BASIC SKILLS EDUCATION PROGRAM (BSEP)

1. PURPOSE: Provide soldiers with GT scores less than 100 or other academic skill problems with courses to bring their scores to acceptable Army levels.

2. RESPONSIBILITIES:

- a. Commanders and supervisors select soldiers and DA civilians with potential for advancement.
- b. Commanders and supervisors must ensure that all students selected to attend the course are available during the times enrolled.

3. PREREQUISITES:

- a. Counseling on course selection by Army Education Counselor.
- b. TABE test with scores indicating appropriate courses and length.
- c. Approval by Company Commander or their representatives.

4. PROCEDURE FOR REQUESTING/CANCELING COURSES.

- a. Obtain enrollment forms from Learning Center.
- b. Enrollment starts 60 days prior to the start of the course.
- c. Students may enroll in no more than two courses per term.
- d. Soldiers enrolling under the Fort Riley Re-Enlistment Option may enroll in three courses per term.

5. UNIT CLASS.

- a. Obtain class request from Learning Center.
- b. Coordinate class dates with Learning Center Manager.
- c. Provide Learning Center Manager with class roster with not more than 25 students and not less than 12 students.
- d. TABE test all soldiers on class roster.
- e. Insure that soldiers enrolled in the class are available for the entire class.
- f. Soldiers must report to AFCT testing center on final day of class.

6. FY05 CYCLE SCHEDULE.

CYCLE 1	Oct 12 (Tues)-Nov 2 (Tues)	Admin: 4 days
CYCLE 2	Nov 9 (Tues)-Nov 30 (Tues)	Admin: Christmas Break
CYCLE 3	January 4 (Tues)-26 (Wed)	Admin: 2 days
CYCLE 4	January 31 (Mon)-Feb 22 (Tues)	Admin: 3 days

CYCLE 5	Feb 28 (Mon)-Mar 18 (Fri)	Admin: 4 days
CYCLE 6	March 21 (Mon)-April 12 (Tues)	Admin: 1 days
CYCLE 7	April 14 (Thurs)-May 5 (Thurs)	Admin: 1 days
CYCLE 8	May 9 (Mon)-May 31 (Tues)	Admin: 5 days
CYCLE 9	June 6 (Mon)-June 27 (Wed)	Admin: 0
CYCLE 10	June 28 (Tues)-July 20 (Wed)	Admin: 2 days
CYCLE 11	July 25 (Mon)-Aug 12 (Fri)	Admin: 0 days
CYCLE 12	Aug 15 (Mon)-Sept 7 (Wed)	Admin: 2 days
CYCLE 13	Sept 12 (Mon)-Sept 30 (Fri)	Admin: 0 days

Holidays FY 2005

Oct 8-11 04
 Nov 11-12 04
 Nov 25-28 04
 Dec 24-27 04
 Dec 31
 January 14, 17
 February 18, 21
 Mar 25, Apr 8
 May 27, 31
 June 17
 July 1,4
 Aug 5
 September 2, 5
 October 7, 10
 November 10,11

LEADERSHIP SKILLS EDUCATION PROGRAM (LSEC)

1. **PURPOSE:** Provides soldiers with courses work to improve leadership skills. Courses based on validated skills needed for each MOS. Courses provide college credit toward an Associate Degree. Courses are open to DA Civilians and family members as well as soldiers.

2. **RESPONSIBILITIES:**

a. Commanders and supervisors select soldiers and DA civilians with potential for advancement.

b. Commanders and supervisors must ensure that all students selected to attend the course are available during the times enrolled.

3. **PREREQUISITES:**

a. Counseling on course selection by Army Education Counselor.

b. TABE test with scores indicating potential for success in course.

c. GT score of 100 or greater for soldiers.

d. Approval by Company Commander or supervisor or their representatives.

4. **PROCEDURE FOR REQUESTING/CANCELING COURSES.**

a. Obtain enrollment forms from Learning Center.

d. Enrollment starts 60 days prior to the start of the course.

e. Students may enroll in no more than two courses per term.

d. Soldiers enrolling under the Fort Riley Re-Enlistment Option may enroll in three courses per term.

5. **FY 05 CYCLE SCHEDULE.**

CYCLE 1

01 November (Mon) – 16 December (Tues)

Holidays/Training Holidays: 11, 12, 25, & 26 Nov 04

Last day to drop: 09 Dec 04

Active Duty: 01 Sept 04

Other Enrollment: 15 Sept 04

CYCLE 2

04 January (Tues) – 17 February (Thurs)

Holidays/Training Holidays: 14, 17 Jan & 11, 14 Feb 05

Last day to drop: 10 Feb 05
Active Duty: 15 Nov 04
Other Enrollment: 29 Nov 04

CYCLE 3

28 February (Mon) – 12 April (Tues)

Holidays/Training Holidays: 25 Mar & 8 Apr 05

Last day to drop: 05 Apr 05

Active Duty: 03 Jan 05

Other Enrollment: 17 Jan 05

CYCLE 4

18 April (Mon) – 23 May (Mon)

Holidays/Training Holidays: None

Last day to drop: 16 May 05

Active Duty: 21 Feb 05

Other Enrollment: 07 Mar 05

CYCLE 5

06 June (Mon) – 20 July (Tues)

Holidays/Training Holidays: 17 June, 01, 04 July 05

Last day to drop: 13 July 05

Active Duty: 11 Apr 05

Other Enrollment: 25 Apr 05

CYCLE 6

25 July (Mon) – 07 September (Wed)

Holiday/Training Holidays: 05 Aug, 02 & 05 Sept 05

Last day to drop: 31 Aug 05

Active Duty: 30 May 05

Other Enrollment: 13 June 05

CYCLE 7

12 September (Mon) – 25 October (Tues)

Holiday/Training Holiday: 07, 10 Oct 05

Last day to drop: 03 Oct 05

Active Duty: 18 July 05

Other Enrollment: 01 Aug 05

CPAC

Section V

Alcohol and Drug Prevention Education

1. **LOCATION:** Bldg 319, Civilian Personnel Advisory Center
2. **TARGET AUDIENCE:** Mandatory annual requirement for all employees.
3. **LENGTH:** 3 Hours
4. **PURPOSE:** Prevention awareness.
5. **COURSE DESCRIPTION:** Medical aspects of substance abuse will be covered.
6. **ADMINISTRATIVE INSTRUCTIONS:** 40 Seats Available. Contact your Activity Point of Contact for enrollment procedures.
7. **PREREQUISITES:** None
8. **POC:** Pam Perry, 239-6047.
9. **FY05 SCHEDULE:**

<u>DATE</u>	<u>TIME</u>
18 October 2004	0900 – 1200
16 November 2004	0900 – 1200
20 December 2004	0900 – 1200
18 January 2005	0900 – 1200
22 February 2005	0900 – 1200
21 March 2005	0900 – 1200
18 April 2005	0900 – 1200
16 May 2005	0900 – 1200
20 June 2005	0900 – 1200
25 July 2005	0900 – 1200
15 August 2005	0900 – 1200
19 September 2005	0900 – 1200

Briefing Techniques

1. **LOCATION:** Bldg 7285, Digital Training Facility
2. **TARGET AUDIENCE:** All employees
3. **LENGTH:** 8 Hours
4. **PURPOSE:** A course used to identify techniques to prepare and present briefings.
5. **COURSE DESCRIPTION:** Topics that will be covered are: Preparing with focus to the right outcome from A to Z; Identifying verbal and vocal stumbling blocks; Using techniques in handling audience questions and tough behaviors.
6. **ADMINISTRATIVE INSTRUCTIONS:** 10 Seats Available. Contact your Activity Point of Contact for enrollment procedures.
7. **PREREQUISITES:** None
8. **POC:** Pam Perry, 239-6047.
9. **FY05 SCHEDULE:**

DATE
TBD

TIME

Communicate Better

1. **LOCATION:** Bldg 7285, Digital Training Facility
2. **TARGET AUDIENCE:** All employees
3. **LENGTH:** 8 Hours
4. **PURPOSE:** To develop verbal and nonverbal communication skills.
5. **COURSE DESCRIPTION:** Practical training in the crucial verbal and nonverbal communication skills to strengthen relationships and minimize conflict.
6. **ADMINISTRATIVE INSTRUCTIONS:** 10 Seats Available. Contact your Activity Point of Contact for enrollment procedures.
7. **PREREQUISITES:** None
8. **POC:** Pam Perry, 239-6047.
9. **FY05 SCHEDULE:**

DATE
TBD

TIME

Customer Service

1. **LOCATION:** Bldg 7285, Digital Training Facility
2. **TARGET AUDIENCE:** All employees
3. **LENGTH:** 8 Hours
4. **PURPOSE:** Identify techniques in how to handle difficult customer interactions. Identify your internal and external customers. Use strategies to ensure service quality in your organization. Respond to your customer needs and critical issues.
5. **COURSE DESCRIPTION:** A one-day course designed to boost the organization's image with good customer service. Participants will identify steps to provide better customer service.
6. **ADMINISTRATIVE INSTRUCTIONS:** 10 Seats Available. Contact your Activity Point of Contact for enrollment procedures.
7. **PREREQUISITES:** None
8. **POC:** Pam Perry, 239-6047.
9. **FY05 SCHEDULE:**

DATE
TBD

TIME

Effective Writing

1. **LOCATION:** Bldg 7285, Digital Training Facility
2. **TARGET AUDIENCE:** All employees
3. **LENGTH:** 8 Hours
4. **PURPOSE:** To help employees learn to write more effectively.
5. **COURSE DESCRIPTION:** The overall course objectives are to identify techniques to write more efficiently and effectively. The topics covered include: Finding out what to do if you are stuck; Determining the right sequence and logical order; fine-tuning common style mistakes; Writing so that you get the right response; Using e-mail appropriately.
6. **ADMINISTRATIVE INSTRUCTIONS:** 10 Seats Available. Contact your Activity Point of Contact for enrollment procedures.
7. **PREREQUISITES:** None
8. **POC:** Pam Perry, 239-6047.
9. **FY05 SCHEDULE:**

DATE
TBD

TIME

HIV/AIDS In The Workplace For Supervisors

1. **LOCATION:** Bldg 319, Civilian Personnel Advisory Center
2. **TARGET AUDIENCE:** Mandatory training for all first/second line civilian supervisors. Military supervisors are encouraged to attend.
3. **LENGTH:** 2 Hours
4. **PURPOSE:** To provide managers and supervisors current information about AIDS and it's transmission; HIV/AIDS as a medical condition; The legal and personal aspects of the disease to reduce fears and avoid disruption in mission accomplishment.
5. **COURSE DESCRIPTION:** This course is designed to dispel myths and provide current information about AIDS such as, what it is, how it is transmitted, Federal Law and Army Policy, procedure for dealing with personnel management issues, reasonable accommodations, the Privacy Act and confidentiality and other considerations for employees diagnosed as having AIDS.
6. **ADMINISTRATIVE INSTRUCTIONS:** Classroom on-site instruction.
7. **PREREQUISITES:** None.
8. **POC:** Pam Perry, 239-6047.
9. **FY05 SCHEDULE:**

DATE
TBD

TIME

Leadership Education, and Development Course (LEAD)

1. **LOCATION:** Bldg 319, Civilian Personnel Advisory Center
2. **TARGET AUDIENCE:** New supervisors and first line supervisors of DA Civilians (See priority order in the administrative instructions section of this announcement).
3. **LENGTH:** 5 Days
4. **PURPOSE:** To provide attendees with a practical application of leadership doctrine, professional ethics, counseling skills, inter-personal communications, group development theory, team building, motivation techniques and individual and group problem solving/decision making.
5. **COURSE DESCRIPTION:** The Leadership, and Development (LEAD) course is phase II of mandatory supervisory training. It must be completed within 6 months of appointment to first supervisory position. LEAD teaches supervisors how to assess their own effectiveness; assess employee and team effectiveness; motivate and influence employees; communicate effectively; conduct counseling; resolve conflicts; develop strategies to create fully function teams; make effective decisions; and explain the effect of values on individual and team effectiveness.
6. **ADMINISTRATIVE INSTRUCTIONS:** On-site classroom instructions.
Priority as follows:
 - 1-New supervisors of DA civilians, appointed within the past twelve months
 - 2-First line supervisors of DA civilians, on the job for more than 12 months
 - 3-If at least 75% of a LEAD class is filled with a combination of priorities 1 & 2, the remainder of the class may be filled with non-supervisory personnel, GS-8 and above, for professional development purposes.
7. **PREREQUISITES:** Supervisory Development Course (SDC) (computer based training).
To enroll in the SDC go to the following web site.
<http://www.cpol.army.mil/train/courses/index.html>
8. **POC:** Pam Perry, 239-6047.
9. **FY05 SCHEDULE:**

<u>DATE</u>	<u>TIME</u>
25 - 29 October 2004	0800 – 1600
10 - 14 January 2005	0800 – 1600
25 - 29 April 2005	0800 – 1600
18 - 22 July 2005	0800 – 1600

Leadership Skills for Non Supervisors

1. **LOCATION:** Bldg 7285, Digital Training Facility
2. **TARGET AUDIENCE:** All employees
3. **LENGTH:** 8 Hours
4. **PURPOSE:** To understand your primary leadership style and how to use it. To increase your productivity by keeping everyone on your team informed and involved. Learn to earn respect by being assertive, but not aggressive. To refine your abilities to handle typical group problems with confidence.
5. **COURSE DESCRIPTION:** This course is designed for individuals who lead others and employees who want to enhance their leadership skills. You will learn: Skills for handling different personality types; The art of giving constructive feedback that minimizes defensiveness; Effective delegation; Overcoming conflict without making enemies; Building teams that work well together and get results.
6. **ADMINISTRATIVE INSTRUCTIONS:** 10 Seats Available. Contact your Activity Point of Contact for enrollment procedures.
7. **PREREQUISITES:** None
8. **POC:** Pam Perry, 239-6047.
9. **FY05 SCHEDULE:**

DATE
TBD

TIME

Management Leadership and Coaching

1. **LOCATION:** Bldg 7285, Digital Training Facility
2. **TARGET AUDIENCE:** All employees
3. **LENGTH:** 8 Hours
4. **PURPOSE:** To learn why generational differences are among the biggest challenges. Define the Leadership-Coaching role and see how to coach during difficult situations.
5. **COURSE DESCRIPTION:** The bar has been raised! Understand the dynamics of the Five Generational Segments and see how coaching each segment requires and entirely different approach.
6. **ADMINISTRATIVE INSTRUCTIONS:** 10 Seats Available. Contact your Activity Point of Contact for enrollment procedures.
7. **PREREQUISITES:** None
8. **POC:** Pam Perry, 239-6047.
9. **FY05 SCHEDULE:**

DATE
TBD

TIME

Managing Change Effectively

1. **LOCATION:** Bldg 7285, Digital Training Facility
2. **TARGET AUDIENCE:** All employees.
3. **LENGTH:** 8 Hours
4. **PURPOSE:** Areas covered are: Emotional response to change; Preparing positively for change; Communicating about change; Staying motivated during change.
5. **COURSE DESCRIPTION:** Discover how to stay in control of change before change takes control of you.
6. **ADMINISTRATIVE INSTRUCTIONS:** 10 Seats Available. Contact your Activity Point of Contact for enrollment procedures.
7. **PREREQUISITES:** None
8. **POC:** Pam Perry, 239-6047.
9. **FY05 SCHEDULE:**

DATE
TBD

TIME

Mentor Training

1. **LOCATION:** Bldg 319, Civilian Personnel Advisory Center
2. **TARGET AUDIENCE:** Mandatory For GS-13 and GS-14 Managers and Supervisors; GS-12 and above managers and supervisors in leadership positions. Military equivalent (Captain and above).
3. **LENGTH:** 8 Hours, 4 hours per day
4. **PURPOSE:** To equip managers and supervisors of civilian employees with the coaching and mentoring skills necessary to become effective leaders.
5. **COURSE DESCRIPTION:** This training program heightens the awareness of the Army's commitment to helping our future civilian workforce leaders achieve their goals. Serving as a mentor is an excellent way to ensure the stability of the Army's future leadership. This class will explore: The mentor/mentee relationship; How to become a mentor; Communication skills; Coaching and counseling skills; developing a mentor/mentee agreement.
6. **ADMINISTRATIVE INSTRUCTIONS:**
7. **PREREQUISITES:** See above target audience.
8. **POC:** Pam Perry, 239-6047.
9. **FY05 SCHEDULE:**

DATE
TBD

TIME

New Employee Orientation

1. **LOCATION:** Bldg 319, Civilian Personnel Advisory Center
2. **TARGET AUDIENCE:** Mandatory for all new and returning civilian employees to Fort Riley.
3. **LENGTH:** 12 hours
4. **PURPOSE:** To familiarize new and returning civilian employees to Fort Riley. To conduct initial mandatory training covering: AIDS in the workplace; Standards of ethics and conduct; EEO/POSH.
5. **COURSE DESCRIPTION:** The course will cover the topics of Ft Riley's Vision, Mission, and Values; Standards of Ethics and Conduct; Property Accountability; Safety and Hazardous Materials Training; Occupational Health; AIDS in the Workplace; Exceptional Family Member Program; Employee Assistance Program; Union Overview; Equal Employment Opportunity; Prevention of Sexual Harassment; Employee Benefits and Leave.
6. **ADMINISTRATIVE INSTRUCTIONS:** None
7. **PREREQUISITES:** None.
8. **POC:** Pam Perry, 239-6047.
9. **FY05 SCHEDULE:**

<u>DATE</u>	<u>TIME</u>
7 – 8 October 2004	0800 – 1600 Day 1; 0800 – 1200 Day 2
4 – 5 November 2004	0800 – 1600 Day 1; 0800 – 1200 Day 2
2 – 3 December 2004	0800 – 1600 Day 1; 0800 – 1200 Day 2
6 – 7 January 2005	0800 – 1600 Day 1; 0800 – 1200 Day 2
3 – 4 February 2005	0800 – 1600 Day 1; 0800 – 1200 Day 2
3 – 4 March 2005	0800 – 1600 Day 1; 0800 – 1200 Day 2
7 – 8 April 2005	0800 – 1600 Day 1; 0800 – 1200 Day 2
5 – 6 May 2005	0800 – 1600 Day 1; 0800 – 1200 Day 2
2 – 3 June 2005	0800 – 1600 Day 1; 0800 – 1200 Day 2
7 – 8 July 2005	0800 – 1600 Day 1; 0800 – 1200 Day 2
4 – 5 August 2005	0800 – 1600 Day 1; 0800 – 1200 Day 2
8 – 9 September 2005	0800 – 1600 Day 1; 0800 – 1200 Day 2

Pre Retirement Civil Service Retirement System (CSRS)

1. **LOCATION:** Bldg 7285, Digital Training Facility
2. **TARGET AUDIENCE:** Employees who fall under the CSRS retirement and are within 5 years of retirement
3. **LENGTH:** 8 Hours
4. **PURPOSE:** To help prepare eligible employees for retirement.
5. **COURSE DESCRIPTION:** This seminar provides a thorough understanding of all aspects of retirement. Topics include eligibility requirements, computation of benefits, potential annuity reductions, health and life insurance, social security benefits.
6. **ADMINISTRATIVE INSTRUCTIONS:** 10 Seats Available. Contact your Activity Point of Contact for enrollment procedures.
7. **PREREQUISITES:** None
8. **POC:** Pam Perry, 239-6047.
9. **FY05 SCHEDULE:**

DATE
TBD

TIME

Pre Retirement Federal Employee Retirement System (FERS)

1. **LOCATION:** Bldg 7285, Digital Training Facility
2. **TARGET AUDIENCE:** Employees who fall under the FERS retirement and are within 5 years of retirement
3. **LENGTH:** 8 Hours
4. **PURPOSE:** To help prepare eligible employees for retirement.
5. **COURSE DESCRIPTION:** This seminar provides a thorough understanding of all aspects of retirement. Topics include eligibility requirements, computation of benefits, potential annuity reductions, health and life insurance, social security benefits.
6. **ADMINISTRATIVE INSTRUCTIONS:** 10 Seats Available. Contact your Activity Point of Contact for enrollment procedures.
7. **PREREQUISITES:** None
8. **POC:** Pam Perry, 239-6047.
9. **FY05 SCHEDULE:**

DATE
TBD

TIME

Prevention Of Sexual Harassment For Supervisors (POSH)

1. **LOCATION:** Bldg 319, Civilian Personnel Advisory Center, Main Post
2. **TARGET AUDIENCE:** Mandatory training for military and civilian supervisors of civilian employees.
3. **LENGTH:** 4 Hours
4. **PURPOSE:** This course is designed to identify commonly stereotyped male or female behavior; Define sex discrimination as it refers to prejudicial or preferential treatment of employees; Define sexual harassment in the work environment; identify behavior which is sexually harassing or discriminatory & describe the appropriate supervisory action; Identify DA guidelines to establish and maintain standards of conduct; Counsel subordinate's behavior not conforming with DA policy on sexual harassment; Relate the DA policy on sexual harassment and describe methods to maintain a productive, professional work environment.
5. **COURSE DESCRIPTION:** The course will cover the topics of Sex Role Stereotypes; Sex Discrimination; Organizational Responsibility; Authorities prohibition; Sexual harassment; Supervisory action steps; Counseling Skills; and Policy procedure.
6. **ADMINISTRATIVE INSTRUCTIONS:** Classroom on-site instruction.
7. **PREREQUISITES:** None.
8. **POC:** Pam Perry, 239-6047.
9. **FY05 SCHEDULE:**

<u>DATE</u>	<u>TIME</u>
21 October 2004	0800 – 1200
20 January 2005	0800 – 1200
21 April 2005	0800 – 1200
14 July 2005	0800 – 1200

Project Management

1. **LOCATION:** Bldg 7285, Digital Training Facility
2. **TARGET AUDIENCE:** Support Staff
3. **LENGTH:** 8 Hours
4. **PURPOSE:** To become a valuable asset to your project team, gain control over project schedules and budgets through proper tracking, and to know how to provide critical support to a project by performing key functions.
5. **COURSE DESCRIPTION:** This course is for the office support staff who are working with special projects and need to sharpen their project management skills. You will learn: Basic project management terms, techniques, tools, procedures and formats; Project phasing, staffing, organizing, tasking and sequencing.
6. **ADMINISTRATIVE INSTRUCTIONS:** 10 Seats Available. Contact your Activity Point of Contact for enrollment procedures.
7. **PREREQUISITES:** None
8. **POC:** Pam Perry, 239-6047.
9. **FY05 SCHEDULE:**

DATE
TBD

TIME

G4/DOL

Section VI

**AMC AFFILIATION TRAINING CLASS
(AIRLOAD PLANNERS COURSE)**

1. **LOCATION:** Digital Training Facility (DTF, Bldg 7285, Custer Hill.
2. **LENGTH:** Eight Days (64 hours). Phase I-Equipment Preparation -3 days, Phase II – Airlift Planning – 5 days. Students must arrive NLT 0845 the first day of class for in-processing.
3. **PURPOSE:** To train unit movement personnel to plan and execute joint airlift operations. FORSCOM Reg 55-1 requires each unit down to company/troop/battery level to have at least one person in airlift planning. Deploying units are responsible for preparing their own aircraft load plans. This is a requirement every two years.
4. **PROGRAM OF INSTRUCTION:**
 - a. Phase I – Equipment Preparation: preparation of cargo, equipment and personnel for cargo aircraft loading. This is designed for the personnel who actually prepare, load, and tie-down equipment. Personnel may attend just the Equipment Preparation portion of the course without taking the Airlift Planning portion.
 - b. Phase II – Airlift Planning: airlift planning and execution of joint contingency airlift operations. Students are taught how to manually prepare airload plans. All personnel taking the Airlift Planning portion must first complete the Equipment Preparation portion.
5. **PREREQUISITES:** One year retainability for both phases, Airlift Planning: E5 and above.
6. **ADMINISTRATIVE REQUIREMENTS:** Each Brigade and Group will be allotted eight primary and alternate seats in each course per quarter/course. Each Brigade and Group will submit a list with name, rank, SSN, and unit for both primary and alternate attendees prior to 4 weeks out. Seats not filled by a Brigade or Group at four weeks out will be offered to the other Brigade or Group to fill those seats on a first come first served basis. Each Brigade or Group can submit changes to their Brigade list up until the last day before the course. Each Brigade or Group will be **notified via phone and e-mail (1 hour)** after the course start of personnel missing from the course. Alternates available will fill these seats from the Brigade or Group that are there on the first day of course, then by other personnel from a different Group or Brigade.
7. **POINT OF CONTACT:** SSG Hughes, 239-9549.
8. **FY05 COURSE SCHEDULE:**
 - 13-23 Oct 04
 - 23 Feb-4 Mar 05
 - 11-20 May 05
 - 17-26 Aug 05

IAW FORSCOM Reg 55-1

UNIT MOVEMENT OFFICER

1. **LOCATION:** Digital Training Facility (DTF), Bldg 7285, Custer Hill.
2. **REPORTING:** 0900 Daily
3. **LENGTH:** 35 Hours (5 days). 0900-1700, Mon-Fri. Students must arrive NLT 0845 the first day of class.
4. **PURPOSE:** To train UMOs/NCOs on unit responsibilities for planning, preparing for, and executing deployments. This course is required (FORSCOM Reg 55-1) for all movement officers and NCOs down to company/troop/battery level. This is a one time course.
5. **PROGRAM OF INSTRUCTION:** Classroom and hands-on instruction on: Transportation Coordinator Automated Command and Control Information System (TC-ACCIS) computer system, rail and air operations, convey operations, load planning, blocking/bracing, and HAZMAT shipments.
6. **PREREQUISITES:** Students must: be a SGT or above, possess at least a secret clearance, and have two years retainability in the unit.
7. **ADMINISTRATIVE REQUIREMENTS:** Each Brigade and Group will be allotted eight primary and alternate seats in each course per quarter/course. Each Brigade and Group will submit a list with name, rank, SSN, and unit for both primary and alternate attendees prior to 4 weeks out. Seats not filled by a Brigade or Group at four weeks out will be offered to the other Brigade or Group to fill those seats on a first come first served basis. Each Brigade or Group can submit changes to their Brigade list up until the last day before the course. Each Brigade or Group will be **notified via phone and e-mail (1 hour)** after the course start of personnel missing from the course. Alternates available will fill these seats from the Brigade or Group that are there on the first day of course, then by other personnel from a different Group or Brigade.
8. **POINT OF CONTACT:** SSG Hughes, 239-9549.
9. **FY05COURSE SCHEDULE:**

15-19 NOV 04
07-11 FEB 05
07-11 MAR 05
06-10 JUN 05
26-30 SEP 05

FORSCOM REG 55-1

UNIT RAIL/AIR LOADING TRAINING

1. **LOCATION:** Building 1502, Camp Funston, Alternate sites TBD when training is requested.
2. **LENGTH:** 1 day, 4 - 8 hours on requested date of training.
3. **PURPOSE:** To provide training on proper rail/air loading procedures for CONUS/USAREUR rail operations to unit rail load teams. Teaches the basics of tying down vehicles on the rail and other dos and don'ts. Teaches air load deployment teams how to build the 463L (air cargo) pallets and how to prepare vehicles for air deployment.
4. **PREREQUISITES:** Personnel selected should be members of the unit rail load team, supervising NCOs, TC's, drivers or assistant drivers who would be responsible for uploading unit equipment.
5. **ADMINISTRATIVE INSTRUCTIONS:**
 - a. Number of students will not be less than 15 or more than 60 in each class.
 - b. Students will be exempt from duties that might interfere with course participation.
 - c. Unit will submit request for training by phone/memorandum to CDR, 266th Transportation Detachment, ATTN: CPT Smith, NLT 30 days prior to the requested training date. Times must be coordinated between and not during installation deployments.
 - d. Uniform. BDUs, Kevlar, canteen and gloves.
 - e. Equipment that would be deployed will be supplied by the unit for the hands on tie down part of the class. It is not necessary to bring more than one vehicle of any one type, i.e. only one HUMMV, 5ton, ACE ect... is necessary. Also, bringing like vehicles is not necessary, i.e. a 113 and 577 tie down the same way so it is only necessary to bring one. Units must coordinate the types of equipment that they need training on with the trainers (according to unit's MTOE)
 - f. All equipment will be pre-staged at the railhead prior to 0900 or the appointed time of the class so classes can start on time and aren't waiting for equipment and people to show up.
 - e. The UMO-unit rail load trainer will be available to assist and monitor unit's training.
6. **POINT OF CONTACT:** SSG Anderson, 239-8488/8150/3804.
7. **SCHEDULE:** Preparation for Rail and Air Movement classes are directly coordinated with G4 Trans Detachment Personnel. Requesting units should have their battalion schools NCO or Officer contact 239-3786 or 239-8150 to schedule classes. Classes are taught year round by request.

IAW FORSCOM REG 55-1

Installation Safety

Section VII

OSHA 8-Hour Hazardous Waste Operations and Emergency Response (HAZWOPER) Refresher

Purpose: Annual refresher for individuals certified to work on clean-up operations at uncontrolled hazardous waste sites; treatment, storage and disposal facilities, and for those personnel involved in the emergency response operations for releases of hazardous substances in accordance with 29 CFR 1910.120.

Course Description: This course covers topics, such as toxicology, medical surveillance, decontamination, site characterization, air monitoring, confined spaces, site emergencies, site/incident safety plans, site control safety plans, drum and container handling. This course will provide a review on regulatory guidelines, training requirements, HAZCOM and Personal Protective Equipment (PPE).

Location: Installation Safety, Bldg. 407, Room 6, Fort Riley, KS

Length: 8 hours, 0800-1630

Prerequisites: Must provide proof of successful completion of the 40-Hour HAZWOPER Course and current annual 8-Hour HAZWOPER Refresher Training.

Enrollment: Call the Installation Safety, Training Office, at 239-2334/0446

Information: Call the Pollution Prevention and Safety Support Division, at 239-2911

Frequency: 4 classes per year

Training Aids: “U.S. Army Safety and Health for Hazardous Waste Sites” VHS tapes (2), instructor guide, student study guides (1 per student), written tests (1 per student) and answer key, NIOSH “Pocket Guides to Chemical Hazards (1 per 2 students), “North American Emergency Response Guidebooks” (1 per 2 students), EPA “Standard Operating Safety Guides” (1 per student), and compact disc containing slide presentation

Lesson Plan: “U.S. Army Safety and Health for Hazardous Waste Sites” instructor notes

Equipment Required: Color TV, VCR or LCD projector; absorbent socks (2), 55-gal drum (1), absorbent pads (5 per class) and a HAZMAT building

Practical Exercise: Yes

Individual Certificates: Yes

Group Exercise: Yes

Group Letter of Completion: No

Test: Yes

Class Size: Min: 5 Max: 34

After Class Survey: Yes

Training Priority: 40-Hour HAZWOPER qualified, first-come-first-served

Dates:

04 NOV 04

21 APR 05

02 JUN 05

08 SEP 05

Child and Youth Services Training (CYS)

Purpose: To provide training for Child and Youth Services (CYS) personnel on safety-related matters. This training ensures CYs personnel execute their duties and responsibilities at a level supported by program objectives in accordance with AR 608-10 and Consumer Product Safety Council playground safety.

Course Description: An overview of child safety practices, per AR 608-10, section XIII. Class participants will have a working knowledge of their responsibilities and job requirements at the Child Development Center (CDC), School Age Services, Teen Center and Family Child Care Providers.

Location: Child Youth Services BLDG 6620

Length: 2 hours

Prerequisites: None

Enrollment: Call the Installation Safety, Training Office, at 239-2334/0446

Information: Call Installation Safety, at 239-3421

Frequency: As requested

Training Aids: Student handouts, overhead slides, videotape, "Playground Safety"

Lesson Plan: Instructor notes

Equipment Required: Color TV, VCR or LCD projector

Practical Exercise: No

Individual Certificates: No

Group Exercise: No

Group Letter of Completion: No

Test: No

Class Size: Determined by CYs

After Class Survey: No

Training Priority: Personnel assigned duties at the Child Development Center, School Age Services, Teen Center, and Family Child Care Providers

Dates:

Scheduled by CYs Staff

Confined Space Entry Training

Purpose: In accordance with 29 CFR 1910.146, employees, who enter confined spaces, must receive training in the procedures to enter these spaces safely. In addition, personnel, who are permit-required confined space entry attendants, and supervisors of any employee, who enters confined spaces, should also attend this training. The training must be completed prior to performing work in confined spaces.

Course Description: Course topics include typical hazards associated with entry into confined spaces, air monitoring equipment and procedures, personal protective equipment, rescue procedures, work practices, and contents of 29 CFR 1910.146.

Location: Installation Safety Office, Bldg. 407, Room 6, Fort Riley, KS

Length: 8 hours

Prerequisites: None

Enrollment: Call the Installation Safety, Training Office, at 239-2334/0446

Information: Call Installation Safety, at 239-2514

Frequency: As requested

Training Aids: Student handouts, dry-erase board, PowerPoint presentation

Lesson Plan: Instructor notes

Equipment Required: Color TV, VCR or LCD projector

Practical Exercise: Yes

Individual Certificates: Yes

Group Exercise: Yes

Group Letter of Completion: Yes

Test: No

Class Size: Min: 6 Max: 30

After Class Survey: Yes

Training Priority: Employees, who enter permit-required confined spaces, and their supervisors.

Dates:

Scheduled upon request

Hazard Communication (HAZCOM) Train the Trainer

Purpose: To train instructors in the requirements of 29 CFR 1910.1200 and FR 385-14 and provide source information for necessary training aids. Instructors then provide training within their organization to meet FR 385-14 requirements and Federal law.

Course Description: Hazardous chemicals are virtually in every workplace. This course trains trainers on program requirements and the formal training requirements to provide soldiers/employees with safety precautions and information on chemical health hazards.

Location: Installation Safety Office, Bldg. 407, Room 6, Fort Riley, KS

Length: 4 hours, 0900-1400

Prerequisites: Must be Sergeant or above and possess the ability to conduct training

Enrollment: Call the Installation Safety, Training Office, at 239-2334/0446

Information: Call Installation Safety, at 239-2514

Frequency: 11 classes per year

Training Aids: Hazard Communication (HAZCOM) Train the Trainer booklet (1 per student), compact disc containing slide presentation (1), HAZCOM written test (1 per student) and answer key, instructor evaluation sheet (1 per student)

Lesson Plan: HAZCOM Train the Trainer Booklet

Equipment Required: Color TV, VCR or LCD projector

Practical Exercise: Yes

Group Exercise: Yes

Test: Yes

After Class Survey: Yes

Training Priority: HAZCOM Officers/NCOs, first-come-first-served

Individual Certificates: No

Group Letter of Completion: Yes

Class Size: Min: 6 Max: 34

Dates:

*28 OCT 04	*28 APR 05
30 NOV 04	17 MAY 05
16 DEC 04	28 JUN 05
*27 JAN 05	*21 JUL 05
01 FEB 05	18 AUG 05
01 MAR 05	27 SEP 05

* Conducted in conjunction with the Safety Officer/NCO Course

Motorcycle Defensive Driving Course (MDDC) Experienced Rider Course

Purpose: Provide instructions for the experienced rider on the fundamentals of safe, responsible motorcycling that can reduce the risk of death or injury to Army and civilian personnel, who operate motorcycles on or off post in accordance with AR 385-55.

Course Description: This course includes Motorcycle Safety Foundation (MSF) advanced level instructions on the proper techniques for safe operation of the motorcycle, as well as a driver skill and written tests. Individuals possessing a Motorcycle Safety Foundation completion card do not have to take this class.

Location: Installation Safety, Bldg. 407, Room 6, Fort Riley, KS.

Length: 6 hours riding skills (0900-1600)

Prerequisites: Licensed by civil authority to drive motorcycle/moped. Possess a motorcycle in safe operating condition with insurance, as required by Kansas law and personal protective equipment, as required by AR 385-55, Appendix B and paragraph B-3, and Commanding General's Policy Letter 04-2, Motorcycle, Moped, Dirt Bike and All-Terrain Vehicle (ATV) Command Policy, 4d. There will be NO sharing of motorcycles on the day of training.

Enrollment: Call the Installation Safety, Training Office, at 239-2334/0446

Information: Call Installation Safety, Training Office, at 239-2334/0446. No charge to Active Duty Soldiers and their family members, Department of the Army Civilians (DAC), Military Retirees, and USAR/USARNG working on Fort Riley. This course is not open to the general public.

Frequency: Scheduled monthly, April through September, and as needed. Classes are subject to cancellation due to weather conditions.

Training Aids: Provided by MSF contractor.

Lesson Plan: Provided by MSF contractor.

Equipment Required: Riding area.

Practical Exercise: Yes

Group Exercise: Yes

Test: Yes

After Class Survey: No

Individual Certificates: MDDC card

Group Letter of Completion: No

Class Size: Min: 6 Max: 12

Training Priority: IAW CG Policy Letter 04-2: Soldiers, DAC's, Active-Duty Family Members, Military Retirees and USAR/USARNG working on Fort Riley.

Dates: (Subject to change due to unfavorable weather conditions)

Call for the most current dates.

Motorcycle Defensive Driving Course (MDDC) Basic Rider Course

Purpose: Provide an introduction to the fundamentals of safe, responsible motorcycling that can reduce the risk of death or injury to Army and civilian personnel, who operate motorcycles on or off post in accordance with AR 385-55.

Course Description: This course includes Motorcycle Safety Foundation (MSF) instruction on the proper techniques for safe operation of the motorcycle, as well as a driver skill and written tests. Individuals possessing a Motorcycle Safety Foundation completion card do not have to take this class.

Location: Installation Safety, Bldg. 407, Room 6, Fort Riley, KS.

Length: 15 hours (5 hours of classroom instruction and 10 hours of on-motorcycle instruction). Class starts at 0900 on Day-One.

Prerequisites: Licensed by civil authority to operate a motor vehicle (learners permit acceptable). Be in proper attire IAW AR 385-55, Appendix B (with the exception of helmets with face shields, which will be provided by contractor). MSF contractor will provide motorcycles. Privately owned motorcycles WILL NOT be allowed for use in this course. All soldiers, their family members and Department of the Army civilians must complete a MSF course prior to registering their motorcycles/mopeds on post.

Enrollment: Call the Installation Safety, Training Office, at 239-2334/0446.

Information: Call Installation Safety, Training Office, at 239-2334/0446. No charge to Active Duty soldiers and their family members, Department of the Army Civilians (DAC), Military Retirees, and USAR/USARNG working on Fort Riley. This course is not open to the general public.

Frequency: Scheduled monthly, April through September, and as needed. Classes are subject to cancellation due to weather conditions.

Training Aids: Provided by MSF contractor. (Participant handbook provided by DES).

Lesson Plan: Provided by MSF contractor.

Equipment Required: Classroom with presentation equipment and riding area.

Practical Exercise: Yes

Individual Certificates: MDDC card

Group Exercise: Yes

Group Letter of Completion: No

Test: Yes

Class Size: Min: 6 Max: 8

After Class Survey: No

Training Priority: IAW CG Policy Letter 04-2: Soldiers, DAC's, Active-Duty Family Members, Military Retirees and USAR/USARNG working on Fort Riley.

Dates: (subject to change due to unfavorable weather conditions or instructor constraints)

Call for the most current dates

Risk Management

Purpose: To train leaders on the five basic steps used in risk management: 1) identify hazards, 2) assess hazards, 3) develop controls and make risk decisions, 4) implement controls, 5) supervise and evaluate in accordance with AR 385-10 and FM 100-14.

Course Description: Risk management is a logic-based common sense approach to making calculated decisions on human, materials, and environmental factors before, during and after every operation, task or event. Using the risk management process will enable leaders to maximize operational capabilities while minimizing risks to soldiers, employees and property. Leaders at every level have the responsibility to identify hazards, to take measures to reduce or eliminate hazards, and then to accept risk only to the point that the benefits outweigh the potential losses. During this training all participants will learn the five basic steps involved in risk management and perform several risk management evaluations.

Location: Installation Safety, Bldg. 407, Room 6, Fort Riley, KS

Length: 4 hours

Prerequisites: None.

Enrollment: Call the Installation Safety, Training Office, at 239-2334/0446

Information: Call Installation Safety at 239-2514

Frequency: As requested

Training Aids: None

Lesson Plan: Risk management support package, instructor and leader guides

Equipment Required: Color TV, VCR or LCD projector

Practical Exercise: Yes

Individual Certificates: No

Group Exercise: Yes

Group Letter of Completion: No

Test: Yes

Class Size: Min: 6 Max: 30

After Class Survey: Yes

Training Priority: Supervisory position, first come first served

Dates:

Course scheduled upon request

Safety Officer/NCO Course

Purpose: To gain proficiency in the field of accident prevention in order to reduce accidental manpower and monetary losses at the unit level. Unit Safety Officers/NCOs must attend this course within 90 days of appointment.

Course Description: Course covers program requirements, prevention of accidents involving Army motor vehicles and privately owned vehicles (POV), fire, radiation safety, accident causation, tactical safety, hazard identification, off duty safety, POV safety, accident reporting, asbestos/lead overview, explosive ordnance disposal, Ammunition Supply Point (ASP), range safety, on-site safety survey and other related topics. Students will be issued handouts, but should bring pencil and paper for taking notes.

Location: Installation Safety, Bldg. 407, Room 6, Fort Riley, KS

Length: 5 days: Mon, Tue, Wed, Fri 0900-1700, Thursday, 0700-1500

Prerequisites: SSG or above. Candidates must have one year or more remaining in the unit.

Enrollment: Call the Installation Safety, Training Office, at 239-2334/0446

Information: Call Installation Safety, Tactical Safety Office, at 239-2514

Frequency: 4 times per year

Training Aids: Inspection checklists and PowerPoint presentation, and the videotape "It Only Takes a Second"

Lesson Plan: Instructor guide and notes

Equipment Required: Color TV, VCR or LCD projector

Practical Exercise: Yes

Individual Certificates: Yes

Group Exercise: Yes

Group Letter of Completion: No

Test: Yes

Class Size: Min: 6 Max: 30

After Class Survey: Yes

Training Priority: On orders as unit Safety Officer or NCO, first come first served

Dates:

25-29 OCT 04

24-28 JAN 05

25-29 APR 05

25-29 JUL 05

Civilian Supervisor Safety Training

Purpose: To assist supervisors in better understanding their role in the accident prevention process.

Course Description: Supervisors play an essential role in the prevention of accidents and in helping to reduce civilian compensation costs at Fort Riley. Upon completion of this course, supervisors will have a better understanding of the Fort Riley Safety Program and will be better equipped to perform their duties and responsibilities concerning accident prevention in accordance with AR 385-10. Course topics include OSHA and the Federal employee, accident reporting, hazard recognition, risk management, Federal Employee Compensation Act, respiratory protection and safety training requirements. This class is required civilian supervisors. This course does not meet the requirement for military Safety Officers/NCOs, IAW AR 385-10, Para 2-1 f (4).

Location: Installation Safety, Bldg. 407, Room 6, Fort Riley, KS

Length: 7 hours, 0800-1630

Prerequisites: None. Personnel in a supervisor capacity are encouraged to attend the class. Personnel in a supervisory position for the first time should attend this class soon after becoming a supervisor

Enrollment: Call the Installation Safety, Training Office, at 239-2334/0446

Information: Call Installation Safety, Base Operations Office, at 239-2514

Frequency: 4 times per year

Training Aids: "Respiratory Protection" video, Fort Riley's Safety Management Plan

Lesson Plan: Leader's safety guide and instructor notes

Equipment Required: Color TV, VCR or LCD projector

Practical Exercise: Yes

Individual Certificates: Yes

Group Exercise: Yes

Group Letter of Completion: No

Test: No

Class Size: Min: 6 Max: 30

After Class Survey: Yes

Training Priority: Civilian supervisors, first-come-first-served

Dates:

18 NOV 04

10 FEB 05

12 MAY 05

11 AUG 05

Chemical Agent Detector (CAD)/Improved Chemical Agent Monitor (ICAM) Radiation Safety Training

Purpose: Chemical Agent Detector (CAD) and Improved Chemical Agent Monitor (ICAM) Training is required by FR 11-9 and applicable Nuclear Regulatory Commission regulations and licenses.

Course Description: This training provides individuals with an understanding of the characteristics of Nickel-63 and its potential for contamination. It is mandatory that all personnel who work in direct support CAD and ICAM control repair shops, and their supervisors, attend this course annually and understand the proper procedures required for wipe testing, safe handling and repair of CADs and ICAMs.

Location: Installation Safety, Bldg. 407, Room 6, Fort Riley, KS

Length: 6 hours, 0900-1500

Prerequisites: None

Enrollment: Call the Installation Safety, Training Office, at 239-2334/0446

Information: Call Installation Safety, Radiation Safety Office at 239-2514

Frequency: 2 times per year

Training Aids: Videotape "CAM Maintenance Training," overheads, and computer disc with presentation

Lesson Plan: Lesson outline and instructor notes

Equipment Required: Color TV, VCR or LCD projector

Practical Exercise: No

Individual Certificates: No

Group Exercise: No

Group Letter of Completion: Yes

Test: No

Class Size: Min: 6 Max: 34

After Class Survey: Yes

Training Priority: By MOS, first-come-first-served

Dates:

14 APR 05

25 AUG 05

Local Radiation Safety Officer (LRSO) Training

Purpose: Fort Riley Local Radiation Safety Officer (LRSO) training is offered to meet the requirements in FR 11-9 and applicable Nuclear Regulatory Commission regulations and licenses.

Course Description: This training provides individuals with an understanding of the principles of radiation safety, radioactive material management and the potential of radiation contamination. It is mandatory that each individual appointed as an LRSO or alternate LRSO in direct support of Improved Chemical Agent Monitor (ICAM) and Chemical Agent Detector (CAD) maintenance shops, tritium fire control repair shop, calibration facility, or consolidated supply commodity warehouse understand the procedures for proper management of a local radiation protection program.

Location: Civilian Personnel Advisory Center (CPAC), Bldg. 319, Fort Riley, KS

Length: 40 hours, Mon-Fri, 0730-1600

Prerequisites: Individuals will be assigned as LRSOs or alternate LRSOs

Enrollment: Call the Installation Safety, Training Office, at 239-0446/2334

Information: Call Installation Safety, Radiation Safety Office at 239-2514

Frequency: Annually

Training Aids: Provided by CECOM personnel

Lesson Plan: Provided by CECOM

Equipment Required: Provided by contractor hired to conduct course, CECOM

Practical Exercise: Yes

Individual Certificates: Yes

Group Exercise: Yes

Group Letter of Completion: No

Test: Yes

Class Size: Min: 15 Max: 26

After Class Survey: Yes

Training Priority: On orders, first come first served

Dates:

2-6 MAY 05

Tritium Radiation Safety Training

Purpose: Tritium radiation safety training is offered to meet the requirements of the initial and annual refresher training required by FR 11-9 and applicable Nuclear Regulatory Commission regulations and licenses.

Course Description: This training provides individuals with an understanding of the characteristics of tritium and its potentials, contamination and safe-handling techniques. It is mandatory that all personnel who work at organization maintenance (turret mechanics and supply) and in direct support of tritium fire control repair shops, and their supervisors, attend this course annually and understands the proper procedures required for the safe handling of tritium commodities.

Location: Installation Safety, Bldg. 407, Room 6, Fort Riley, KS

Length: 3 hours, 0900-1200

Prerequisites: None

Enrollment: Call the Installation Safety, Training Office, at 239-2334/0446

Information: Call Installation Safety, Radiation Safety Office, at 239-2514

Frequency: 2 times per year

Training Aids: Overhead slides, videotape, "Fundamentals of Radiation," and presentation slides on compact disc

Lesson Plan: Class outline and instructor notes

Equipment Required: Color TV, VCR or LCD projector

Practical Exercise: Yes

Individual Certificates: No

Group Exercise: No

Group Letter of Completion: Yes

Test: No

Class Size: Min: 6 Max: 34

After Class Survey: Yes

Training Priority: By MOS, first come first served

Dates:

10 MAR 05

12 AUG 05

Installation Environmental

Section VIII

Asbestos Awareness Training

Purpose: Personnel, who come in contact with asbestos-containing materials during their course of duties, are required to attend in accordance with AR 200-1 and 40 CFR 763.

Course Description: Course will include training on the characteristics of asbestos, uses of asbestos in the construction industry, health effects and personal protective measures.

Location: Environmental Division, Bldg. 407, Room 6, Fort Riley, KS

Length: 3 hours

Prerequisites: None

Enrollment: Call the Environmental Division, Training Office, at 239-2334/0446

Information: Call the Environmental Division, at 239-6642

Frequency: As requested (6 per year)

Training Aids: Student handouts, compact disc, videotape "Asbestos Awareness"

Lesson Plan: Training slides

VIII-1

Equipment Required: Color TV, VCR or LC

Practical Exercise: Yes

Individual Certificates: No

Group Exercise: No

Group Letter of Completion: Yes

Test: Yes

Class Size: Min: 2 Max: 25

After Class Survey: Yes

Training Priority: First-come-first-served

Dates:

Scheduled upon request

Lead Awareness Training

Purpose: Personnel who engage in lead-based paint operations and renovation activities are required to attend in accordance with 29 CFR 1910.1001 and 1025.

Course Description: Course will include training on the characteristics of lead, health hazards of exposure and personal protective measures.

Location: Environmental Division, Bldg. 407, Room 6, Fort Riley, KS

Length: 3 hours

Prerequisites: None

Enrollment: Call the Environmental Division, Training Office, at 239-2334/0446

Information: Call the Environmental Office, at 239-6642

Frequency: As requested (2 per year)

Training Aids: Student handouts, slide presentation and videotape "Working with Lead Exposure"

Lesson Plan: Training slides

Equipment Required: Color TV, VCR or LCD projector

Practical Exercise: Yes

Individual Certificates: No

Group Exercise: No

Group Letter of Completion: Yes

Test: Yes

Class Size: Min: 2 Max: 25

After Class Survey: Yes

Training Priority: First-come-first-served

Dates:

Scheduled upon request

Environmental Team Training (ETT)

Purpose: To certify Environmental Team Leaders and members in hazardous materials and waste handling, spill response, general worker safety, and the Fort Riley Environmental Compliance Management Plan (ECMP). Environmental Team Leaders and members must attend this course within 60 days of appointment.

Course Description: This course covers hazard communication, hazardous materials, hazardous waste, universal waste and controlled material storage and handling procedures, container management and labeling, time and quantity limits, transportation of hazardous material; turn-in procedures; field maneuver damage, pollution prevention, record keeping, and inspections. Students will conduct a site inspection at a motor pool or environmental site.

Location: Environmental Division, Bldg. 407, Room 6, Fort Riley, KS

Length: 2 days, 0900-1600

Prerequisites: The course is designed for Environmental Team Leaders and members

Enrollment: Call the Environmental Division, Training Office, at 239-2334/0446

Information: Call the Environmental Division, Training Office, at 239-2334/0446

Frequency: 15 classes per year

Training Aids: ECMP, ETT student booklet (1 per student), Unit Motor Pool, DES Accumulation Point (AP), Environmental Waste Management Center (EWMC), Recycle Center, ETT training slides, DOT labels, hazardous waste, universal waste, controlled material, empty and satellite accumulation point markings (20 each), compressed gas sign, non-flammable and flammable gas signs, "Caution Static Grounding" sign, degreaser (1 gallon), 30 weight oil, 2 sample bottles, green tip fluorescent bulb, Tyvek™ suit, latex booties, gloves (chemical protective), goggles with side shields, gauging stick, course evaluation form (1 per student), a compact disc with presentation slides, and videotapes "Fort Riley Environmental Awareness" and "What's Wrong With This Picture?"

Lesson Plan: ETT training slides and instructor notes

Equipment Required: Color TV, VCR or LCD projector, two military vans for transportation to environmental site

Practical Exercise: Yes

Group Exercise: Yes

Test: Yes

After Class Survey: Yes

Training Priority: Personnel appointed to the Environmental Team, first-come-first-served

Individual Certificates: No

Group Letter of Completion: Yes

Class Size: Min: 6 Max: 34

Dates:

04-05 OCT 04	23-24 MAY 05
08-09 NOV 04	06-07 JUN 05
06-07 DEC 04	20-21 JUN 05
10-11 JAN 05	05-06 JUL 05
14-15 FEB 05	08-09 AUG 05
07-08 MAR 05	22-23 AUG 05
21-22 MAR 05	12-13 SEP 05
04-05 APR 05	

Environmental Team Training (ETT) Refresher

Purpose: Annual refresher for individuals (Environmental Team Leaders and members) certified to handle hazardous waste, universal waste and controlled materials in accordance with the Fort Riley Environmental Compliance Management Plan.

Course Description: This course covers hazard communication, hazardous materials, hazardous waste, universal waste, controlled material storage, and handling procedures. It is designed to refresh individuals who are currently performing these duties on the regulations and any changes.

Location: Environmental Division, Bldg. 407, Room 6, Fort Riley, KS

Length: 2 hours

Prerequisites: Must have successfully completed the ETT Course within the previous year

Enrollment: Call the Environmental Division, Training Office, at 239-2334/0446

Information: Call the Environmental Division, Training Office, at 239-2334/0446

Frequency: 12 classes per year

Training Aids: ETT refresher student booklet (1 per student), ETT refresher training slides on a compact disc, labels, hazardous waste, universal waste, controlled material, empty and satellite accumulation point markings (20 each), compressed gas sign, non-flammable and flammable gas signs, "Caution Static Grounding" sign, 117 lbs. of used white paper for recycling, degreaser (1 gal), 30 wt. oil (qt), 2 sample bottles, spill report (1 per student), green tip fluorescent bulb, course evaluation form (1 per student), and videotapes, "What's Wrong With This Picture?" and "Working With Chemicals Safely".

Lesson Plan ETT: Training slides and instructor notes

Equipment Required: Color TV, VCR or LCD projector

Practical Exercise: No

Individual Certificates: No

Group Exercise: No

Group Letter of Completion: Yes

Test: Yes

Class Size: Min: 6 Max: 34

After Class Survey: Yes

Training Priority: Personnel appointed to the Environmental Team, first-come-first-served

Dates:

13 OCT 04	12 APR 05
23 NOV 04	05 MAY 05
14 DEC 04	14 JUN 05
05 JAN 05	12 JUL 05
23 FEB 05	16 AUG 05
15 MAR 05	20 SEP 05

Environmental Team Training Overview

Purpose: To train personnel on hazardous materials and waste handling, spill response, general worker safety and the Fort Riley Environmental Compliance Management Plan.

Course Description: Contents for this course are tailored specifically for the type of unit/activity that requested training.

Location: Conducted at individual unit/activity locations

Length: 1 hour

Prerequisites: None

Enrollment: Call the Environmental Division, Training Office, at 239-2334/0446

Information: Call the Environmental Division, Training Office, at 239-2334/0446

Frequency: Conducted upon request

Training Aids: Overhead slide presentation, student hand out (1 per student), Privately Owned Vehicle toolbox (1per student), seasonal safety, 2 bottles with oil/water and oil/water/degreaser for demonstration, recycle brochures (1 per student), and absorbent materials.

Lesson Plan: Instructor notes.

Equipment Required: Color TV, VCR or LCD projector

Practical Exercise: No

Individual Certificates: No

Group Exercise: No

Group Letter of Completion: No

Test: No

Class Size: Min: 6 Max: No limit

After Class Survey: Yes

Training Priority: As requested by unit or activity

Dates:

Scheduled upon request

Pesticide Management for Distribution Facility Personnel Training

Purpose: To inform individuals who handle pesticides at Fort Riley's distribution centers of safe pesticide handling practices in accordance with AR 40-5 para. 10-4 and Appendix C. The training will include instruction on: 1) physical and health hazards of pesticides, 2) measures employees can take to protect themselves from the hazards, 3) methods and observations used to detect spills and releases of pesticides, 4) procedures on how to clean up minor spills, 5) how to read and use pesticide labels and Material Safety Data Sheets (MSDS), and 6) an overview of pesticide merchandising regulations.

Course Description: This course emphasizes the hazards of pesticides, protection from exposure hazards, detection of spills and leaks, cleanup of minor spills, pesticide labels and MSDSs, and merchandising of display criteria.

Location: Environmental Division, Bldg. 407, Room 6, Fort Riley, KS

Length: 2 hours

Prerequisites: None

Enrollment: Call the Environmental Division, Training Office, at 239-2334/0446

Information: Call the Conservation Division, at 239-3947

Frequency: 6 times per year

Training Aids: Poster presentation, 5 to 10 pesticide products from the customer's inventory to use for examples, handouts, gloves (1pair each), latex boots (1 pair each), Tyvek™ suit, goggles and apron, test (1 per student), course evaluation form (1 per student) and presentation slides on compact disc

Lesson Plan: Poster presentation and instructor notes

Equipment Required: Color TV, VCR or LCD projector

Practical Exercise: No

Individual Certificates: No

Group Exercise: Yes

Group Letter of Completion: Yes

Test: Yes

Class Size: Min: 6 Max: 34

After Class Survey: Yes

Training Priority: Persons occupationally exposed to pesticides, first come first served

Dates and Times:

Scheduled upon request.

Battery Hazard Awareness Training (Code Name Lithium)

Purpose: Designed to provide guidance according to CECOM of the hazards working with or around lithium batteries. Key personnel, who in their course of duty receive, store, issue, and then transport these batteries for disposal, should attend this class.

Course Description: Course includes training on the characteristics and hazards associated with the various lithium batteries used on Fort Riley. Course also includes training on health, safety and personal protective equipment. Class and instruction materials have been reviewed, approved and highly recommended by CECOM.

Location: Hazardous Material Processing Center, Bldg. 1930, Fort Riley, KS

Length: 1 hour

Prerequisites: None

Enrollment: Call the Environmental Division, Training Office, at 239-2334/0446

Information: Call the Environmental Office at 239-2305

Frequency: As requested

Training Aids: Student handouts (1 per student), overhead slides, and videotape.

Lesson Plan: Instructor notes

Equipment Required: Color TV, VCR, and over head projector

Practical Exercise: No

Individual Certificates: No

Group Exercise: No

Group Letter of Completion: Yes

Test: No

Class Size: Min: 5 Max: 15

After Class Survey: Yes

Training Priority: 3RD Brigade NCO's, who are working in supply, commo, PLL and on environmental team for the battalion, should attend this class

Dates:

Scheduled for each Brigade call for dates

DOIM

Section IX

ARIMS TRAINING

1. **LOCATION:** Military School Facility, Building 7305.
2. **REPORTING:** 0900 hours on the first day of class.
3. **LENGTH:** 8 hours, 0900 – 1600 hours, Training will be provided on a quarterly basis on the following dates:
4. **PURPOSE:** The Army Records Information Management System (ARIMS) is the new records management tool that has replaced MARKS. ARIMS is a web-based toolset to help action officers, records managers, and records administrators manage official records. The functionality of the entire system is focused on minimizing the workload for the Garrison personnel, Installation Records Managers, and RHA personnel. The purpose of this training is to define the key design features of ARIMS; assist the users on how to navigate the web-based training site and gain a better understanding of how the new ARIMS system operates.
5. **PREREQUISITES:** Personnel who are responsible for the creation, use, and maintenance of records.
6. **ADMINISTRATIVE REQUIREMENTS:** Classes fill quickly and are limited to 12 participants.
7. **POINT OF CONTACT:** Enrollment can be taken telephonically by calling the DOIM, Records Management Office at 239-2901/2228/3283.
8. **FY05 SCHEDULE:**
 - 30 AUG 04
 - 21 OCT 04
 - 28 FEB 05
 - 30 JUN 05
 - 31 AUG 05

PUBLICATIONS COURSE

1. **LOCATION:** Military School Facility, Building 7305, room #4.
2. **REPORTING:** 0900 hours. Failure to report on time may constitute loss of space.
3. **LENGTH:** 6.5 hours (1 Day) for primary clerks from 0900-1630 hours. A three hour (1/2 Day) class is required for alternate clerks.
4. **PURPOSE:** To train individuals on how to establish and maintain publications accounts IAW AR 25-30.
5. **PREREQUISITES:** none
6. **ADMINISTRATIVE REQUIREMENTS:** Students completing the course will receive a Certificate of Training.
7. **POINT OF CONTACT:** Enrollment can be taken telephonically by calling the DOIM, Administrative Services Branch at 239-2901/2228/3283.
8. **FY05 SCHEDULE:**

8 SEP 04 8 Hour Class	16 MAR 05 4 Hour Class
15 SEP 04 4Hour Class	6 APR 05 8 Hour Class
6 OCT 04 8 Hour Class	20 APR 05 4 Hour Class
20 OCT 04 4 Hour Class	4 MAY 05 8 Hour Class
3 NOV 04 8 Hour Class	18 MAY 05 4 Hour Class
17 NOV 04 4 Hour Class	1 JUN 05 8 Hour Class
8 DEC 04 8 Hour Class	15 JUN 05 4 Hour Class
15 DEC 04 4 Hour Class	6 JUL 05 8 Hour Class
5 JAN 05 8Hour Class	20 JUL 05 4 Hour Class
19 JAN 05 4 Hour Class	3 AUG 05 8 Hour Class
2 FEB 05 8 Hour Class	17 AUG 05 4 Hour Class
16 FEB 05 4 Hour Class	7 SEP 05 8 Hour Class
2 MAR 05 8 Hour Class	28 SEP 05 4 Hour Class

OFFICIAL MAIL TRAINING COURSE

1. **LOCATION:** Bldg 319, CPAC
2. **LENGTH:** 0900-1630
3. **PURPOSE:** To provide training on the importance of appointing official mail managers, policies for the management of internal correspondence distribution operations, including processing of controlled mail and policies for addressing, handling, and transmitting mail to U.S. Army elements and activities.
4. **PREREQUISITES:** None
5. **POINT OF CONTACT:** Postal Operations Center, (785) 239-5411 or DSN 856-5411.
6. **FY 05 COURSE SCHEDULE:**
 - 2 Feb 05
 - 23 Mar 05
 - 27 Apr 05
 - 1 Jun 05
 - 10 Aug 05
 - 29 Sep 05
7. **ADDITIONAL INFORMATION:** IAW AR 25-51, Secretaries; clerk-typist,; personnel producing forms, publications, and periodicals; OMDC personnel; and OMMs will receive training within 4 months after assignment to the installation in the following subjects: Private express statutes, material that cannot be mailed, classification of mail, special postal services and discounts, international mail requirements, postage and fees required, penalties of private use of official, protection of mail, addressing mail, cost-saving methods to include other methods of communicating and shipping material. Training objectives will be continuously reinforced by routine distribution of current postal information.
8. **HOW TO APPLY:** Call 239-5411 for enrollment or visit us at 5302 Ashby Avenue to sign up.

UNIT MAIL SERVICE TRAINING COURSE

1. **LOCATION:** Bldg 319, CPAC
2. **LENGTH:** 0900-1630
3. **PURPOSE:** To provide training on the importance of safeguarding mail, handling of accountable mail, timely delivery, and the serious consequences of negligence of duty at Fort Riley. Reference: DOD 4525.6-M Volume II.
4. **PREREQUISITES:** Personnel training to become unit mail clerks or alternates, will be appointed in writing for the minimum training period of 20 working days but not to exceed 30 working days.
5. **POINT OF CONTACT:** Postal Operations Center, (785) 239-5411 or DSN 856-5411.
6. **FY 05 COURSE SCHEDULE:**
 - 5 & 19 Jan 05
 - 9 & 13 Feb 05
 - 9 & 23 Mar 05
 - 13 & 27 Apr 05
 - 11 & 25 May 05
 - 8 & 22 Jun 05
 - 13 & 27 Jul 05
 - 10 & 24 Aug 05
 - 14 & 28 Sep 05
7. **ADDITIONAL INFORMATION:** DOD 4525-6-M VOL II dated Feb 87 requires all unit mail service personnel to complete mail service training. Commanders or their designated representatives shall designate unit mail clerks and postal officers. Unit mailrooms must have a minimum of one primary unit mail clerk and at least one alternate. It is recommended each unit mailroom have two alternate unit mail clerks appointed. Each mailroom must have a minimum of a primary and at least one alternate unit postal officer appointed at all times.
8. **HOW TO APPLY:** Call 239-5411 for enrollment or visit us at 5302 Ashby Avenue to sign up.

Miscellaneous

Section IX

EQUAL OPPORTUNITY REPRESENTATIVE COURSE (EORC)

1. **LOCATION:** Riley's Conference Center unless otherwise directed.
2. **LENGTH:** 2 weeks, 80 hours, 0900-1700 Monday-Friday..
3. **PURPOSE:** To train qualified officers and NCOs as Equal Opportunity Representatives (EORs) who will advise and assist commanders in the implementation and assessment of their EO programs.
4. **COURSE DESCRIPTION:** Equal Opportunity Representatives (EORs) assist commanders at battalion-level and below in carrying out the Equal Opportunity Program within their units. Race, ethnicity, or gender should not be a driving factor in selecting an EOR for attendance at this course. Students will be issued handouts and note taking guides.
5. **PREREQUISITES:**
 - a. Have a minimum of one year remaining at Fort Riley upon completion of the course.
 - b. Be in grade of SSG or above.
 - c. Be motivated and capable of performing EO duties.
 - d. Possess strong leadership qualities and good communication skills.
6. **ADMINISTRATIVE INSTRUCTIONS:**
 - a. The number of students will not be less than 10 or more than 25 in each class.
 - b. Units in 1BCT, 3BCT, or 937 En Grp must forward an AFZN-CAE FM 162, Request for On-Post School Space, and a copy of the soldier's additional duty appointment orders through their respective Bde EO Advisors to the Installation Equal Opportunity Office, Building 307, NLT 10 working days prior to the start of the class. All other units forward paperwork directly to the Installation Equal Opportunity Office. Requests can be faxed to 239-6193.
7. **POINT OF CONTACT:** 1BCT 239-9003, 3BCT 239-4006, 937 EN GP 239-4596, or Installation EO 239-3379/8843.
8. **FY 03 COURSE SCHEDULE:**

<u>CLASS#</u>	<u>DATES</u>
05-1	18-29 OCT 04
05-2	31 JAN-11 FEB 05
05-3	6-17 JUN 05
05-4	12-21 SEP 05

FORCE PROTECTION UNIT ADVISOR/ INSTRUCTOR LEVEL II

LOCATION: Bldg 319, Civilian Personnel Advisory Center.

LENGTH: Course is five days (40 hours).

PURPOSE: To provide information and assign responsibilities for the conduct of Force Protection Unit Advisor/Instructor Level II Certification Course.

REGULATORY:

a. AR 525-13, requires that all military personnel and DA civilians receive Level I antiterrorism awareness training within six months prior to deploying or traveling outside the United States/Territories from a certified instructor. A certified instructor is someone who has successfully completed Level II Force Protection.

b. AR 525-13 also requires each unit down to battalion level, to have both a certified Force protection Level II Unit Advisor to advise the commander on Force protection/Antiterrorism (FP/AT) issues, and a Level II certified instructor who conducts Level I Antiterrorism Awareness training for soldiers in their unit. These two functions may be performed by the same individual.

PREREQUISITES: E5(P) to grade O4 and DA Civilians in the grade of GS-5 and above who are assigned to a Force Protection Position. Must have a minimum of one year remaining at Fort Riley upon completion of the training.

QUOTAS: 30 Spaces

1st BCT 8 spaces, 3D BCT 8 spaces, 937th Eng Gp 7 spaces, 3 Bde, 75th Div 4 spaces, MEDDAC, USAG and 78th CID will receive one space each.

POINT OF CONTACT: Larry Duch, 239-6303, G3 or Anti-Terrorism Officer, 239-6044.

FY05 SCHEDULE:

FORT RILEY FIRE MARSHALL COURSE

1. **LOCATION:** Digital Training, Bldg 7285, Fort Riley, Kansas
2. **LENGTH:** Class start at 1330 hours and last until approximately 1500.
3. **PURPOSE:** Training is required IAW AR 420-90 for all Unit/Activity Fire Marshalls. To train Area, Battalion, Company, and or Building Fire Marshals as per AR 420-90, Chapter 6 in Fire Prevention. This training could be utilized to reduce the possibility of loss of life and property.
4. **CONCEPT:** The course consists of all applicable paperwork and the use of correct forms, how to conduct a Fire Inspection, Interfacing of the Fire Marshall Program and the Command Inspection Program (CIP), proper Regulations and Fire Safety/Fire Department Overview. This knowledge can be passed to soldiers/employees for the betterment of the Fort Riley Community.
5. **PREREQUISITES:** Personnel must have been appointed on orders, as Area, Battalion, Company and/or Building Fire Marshall.
6. **FREQUENCY:** Class is conducted monthly.
7. **INPUT:** Contact the Fire Prevention Branch, at 239-4257 for future information and scheduling.
8. **FY05 CLASS SCHEDULE:**

25 OCT 04	25 APR 05
22 NOV 04	23 MAY 05
27 DEC 04	27 JUN 05
24 JAN 05	25 JUL 05
28 FEB 05	22 AUG 05
21 MAR 05	26 SEP 05

FORT RILEY NCO COURSE (FRNCOC)

1. **LOCATION:** Enroll in Building 210, 1st Replacement Company front desk, after Week 1 of in-processing. Classroom is located on the other side of Custer Ave., in the Main Post Education Center, Bldg 217, Room 210.
2. **LENGTH:** 5 day, 40-hr course Mon – Fri; 0730 till COB. Graduation (and ship out to new units) is 1430 hrs. every Friday. (Graduation is on Thursday when Friday is a Training Holiday)
3. **PURPOSE:** A mandatory 40-hour leadership refresher/orientation course attended by all in-processing Sergeants through First Sergeants. To refresh and inform all incoming E-5s through E-8s on current regulations, changes, Division policies, Counseling Techniques and to reiterate basic leadership and basic rifle marksmanship skills. Tuesdays the class receives Range Safety Class and test, obtains Range certification card. Acclimates soldiers to Fort Riley and the surrounding area. 3 College credit hours given upon completion.
4. **UNIFORM:** Garrison uniform daily.
5. **POINT OF CONTACT:** Sr. Instructor, SNCORC, 239-6305/2119.
6. **SCHEDULE:** Conducted weekly, appx 44 weeks a year. Classes start **every** Monday. No course is held AFTER a 4-Day weekend. The course is held before a 4-Day weekend.
7. **SPECIAL INSTRUCTIONS:** During Week 1 of in-processing, obtain certified copy of your ERB (your career-to-college-evaluation will be completed before you graduate). Upon enrollment (See #1) NCOs will turn in ERB/In-processing packet. They are then enrolled in the next class.

Operations & Maintenance Self-Help Class Training

1. **Location:** Building 307, Upper Floor, Carter & Holbrook, Main Post Fort Riley, Kansas. Telephone 239-3757
2. **Reporting:** 0900 Monday-Friday
3. **School Hours:** 0730 - 1600
4. **Purpose:** To qualify service members in proper administration for obtaining self-help supplies, proper procedures and techniques necessary in the performance of building self-help maintenance and upkeep. Course includes administrative requirements and procedures on use of military forms and unit self-help records, basic tools, nails, screws and bolts (their uses and size), fasteners for solid and hollow walls, limited masonry repair, proper use of building materials, carpentry, nominal and actual lumber measurements, glazing aluminum and steel sash windows, replacing aluminum screen wire, door maintenance and related door hardware, standard door lock maintenance, limited electrical maintenance/replacement and safety, minor plumbing maintenance/replacement, methods for painting (oil and latex base), vinyl baseboard, minor sheet rock repair, ceiling tile replacement, and floor tile maintenance.
5. **Administrative Instructions:**
 - a. All service members (primary and standby) must be pre-enrolled and on the class roster. Request must be submitted at least 2 days in advance. Service members shall have 1 year of active duty service left at Fort Riley.
 - b. Service members must be exempt from unit duties and details which might interfere with course participation to ensure that they will receive the full block of instruction and successfully complete the written examination.
 - c. Students that successfully complete the course, are present for all class instruction, and have a test grade of 70 or higher will receive a Certificate of Training and a Self-Help Card.
 - d. No more than two personnel per company/battery sized unit should enroll in the course at any given time. This is necessary to afford all troop units the opportunity to participate. Depending on space availability more personnel will be accepted from each unit. Prerequisites: Service member should have some basic knowledge of tools and repair and have at least one year of duty remaining at Fort Riley upon completion of the training or student will be returned to unit.
 - e. The Self-Help School also offers a two hour briefing for Civilians and E-7's and above. This briefing allows Civilians and E-7's and above to call in Priority one and two service orders to the Public Works Service Order Desk, and to pick-up supplies at the Public Works Operations Center. Briefing dates are announced in the Fort Riley Bulletin and the Post Paper.

6. **Point of Contact:** Public Works Self Help School - Phone: 239-3757

7. **FY05 COURSE SCHEDULE:**

18-22 OCT 04	18-22 APR 05
1-5 NOV 04	16-20 MAY 05
6-10 DEC 04	20-24 JUN 05
24-28 JAN 05	25-29 JUL 05
7-11 FEB 05	22-26 AUG 05
21-25 MAR 05	19-23 SEP 05

DISCLAIMER

Changes to this publication will be sent to:

Training Manager
Military Schools
BLDG 7305, Ft. Riley, KS. 66442
COM: (785) 239-5432
DSN: 856-5432
FAX: 239-1449

REA